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PARKING AND TRAFFIC COMMISSION

MINUTES

The documents in this volume include Regular and Special Meetings of the Parking Authority Commission and the Parking and Traffic Commission, which almost invariably held joint meetings.

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OF THE CITY AND COUNTY OF SAN FRANCISCO

PARKING AND TRAFFIC COMMISSION

25 VAN NESS AVENUE, SUITE 880
SAN FRANCISCO, CALIFORNIA 94102
554-PARK

ART AGNOS, Mayor
RINA CUTLER, Executive Director

NOTICE

REGULAR MEETING OF THE PARKING AND TRAFFIC COMMISSION
SPECIAL MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

Tuesday, January 7, 1992
1:30 p.m.

Room 282, City Hall
San Francisco, California

AGENDA

REGULAR MEETING OF THE PARKING AND TRAFFIC COMMISSION

1. *ROLL CALL*

2. *ADOPTION OF MINUTES*

   Regular Meeting of the Parking and Traffic Commission held on December 17, 1991

3. *DIRECTOR'S REPORT*

4. *CITY ATTORNEY'S REPORT*

5. *COMMISSIONERS' QUESTIONS AND MATTERS*

6. *PUBLIC COMMENT*

   The public may address the Parking and Traffic Commission on any matter within the jurisdiction of the Commission. This should not relate to any item on this agenda since public comment will be taken as each agenda item is discussed. The Chair requests that each person addressing the Commission limit herself/himself to five minutes.

7. *NEW BUSINESS*

   a. Surplus Transfer Approval
   b. Resolution Approving Lease and Bid Documents for Auto Detailing Service at Golden Gateway Garage

8. *ADJOURNMENT*

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PARKING AND TRAFFIC COMMISSION

OF THE CITY AND COUNTY OF SAN FRANCISCO

25 VAN NESS AVENUE, SUITE 880
SAN FRANCISCO, CALIFORNIA 94102
554-PARK

FRANK JORDAN, Mayor
RINA CUTLER, Executive Director

MEETING REPORT

REGULAR MEETING OF THE PARKING AND TRAFFIC COMMISSION

Tuesday, January 7, 1992
1:30 p.m.
City Hall, Room 282
San Francisco, California 94102

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PRESENT:

Commissioners:	Dick Grosboll, Chair Arnold Chin Sonia Melara Darshan Singh
Staff:	Rina Cutler, Executive Director Tim Johnson, Bureau Chief Kevin Hagerty, Director of the San Francisco Parking Authority Julian Hultgren, Deputy City Attorney Renee Faison, Acting Commission Secretary
Guests:	David Pilpel, Sierra Club Virginia Conway, S.F. Resident Ganice Morgan, Rapid Shine Company Harry Quinn, San Francisco Department of Real Estate Claudine Venagas, San Francisco Department of Real Estate Kathryn Hile, DPT Finance Director

EXCUSED:

Commissioner:	Angelo Quaranta, Vice Chair

The Chair called the meeting to order at 1:36 p.m. He acknowledged that this was his first meeting as Chair and thanked his colleagues.

ROLL CALL

The roll call indicated Quorum present.

ADOPTION OF MINUTES

On motion of Commissioner Chin, seconded by Commissioner Melara, the Minutes of the December 17, 1991 Regular Meeting of the Parking and Traffic Commission were approved with the following change:

Page 5, paragraph 2 of the December 17, 1991 Minutes refers to an addition of a notation to the November 19, 1991 Minutes. The Chair requested that the first sentence of paragraph 2 of the December 17, 1991 Minutes be changed to read. "On page 8, paragraph 4 add a notation that in addition to the physicians and administrators, a cross section of employees should have access to parking at the San Francisco General Hospital Garage."

VOTE: *AYES* - Members Chin, Grosboll, Melara and Singh
EXCUSED - Member Quaranta

DIRECTOR'S REPORT

Telegraph Hill/Coit Tower Transportation Study

The Executive Director provided the members with a copy of the transportation study that was conducted on the Telegraph Hill/Coit Tower area. A public hearing will be held on the matter at the January 21, 1992 meeting of the Parking and Traffic Commission.

Short-Term Operations/Long-Term Policies

Hadley Roth, Chief of Staff for Mayor Frank Jordan requested a memorandum outlining the short-term operational issues for the Department of Parking and Traffic. The members of the Commission were given an information copy of that letter.

Director of San Francisco Parking Authority

The Department of Parking and Traffic has been conducting a search for a Director of the San Francisco Parking Authority. The Executive Director reported that Kevin Hagerty, former Assistant Director and Acting Director of the Authority, has been selected for the position.

The members congratulated Mr. Hagerty.

*

The Chair asked staff to address the following requests from members of the public:

1. Dorothy Dana has requested that four-way stop signs be placed at the intersection of Sacramento and Broderick Streets.

Currently stop signs exist on the east and west sides of the street but none are present on the north and south sides of the street.

2. Peter Moilan has requested that the Department investigate the timing of the signal lights at New Montgomery and Market Streets. Mr. Moilan reports that vehicles often ignore the pedestrian walk signs and drive through the intersection.

The Executive Director acknowledged the Chair's requests.

Commissioner Chin asked staff to investigate the possibility of modifying signal light sequence within San Francisco to emulate the international practice of having the two lights prompt the change of a signal. He explained that in Europe and Asia before a signal light changes from red to green or vice versa, the amber light will appear simultaneously with the changing light. The Executive Director stated that she will investigate the matter but noted that the signal equipment currently in place may not have the signal phasing capacity that has been indicated, nor did she believe it met current standards.

CITY ATTORNEY'S REPORT

The City Attorney had nothing to report.

*

The Chair requested that at the next meeting of the Commission, the City Attorney report on the outstanding litigation before the Department.

COMMISSIONER'S QUESTIONS AND MATTERS

There were no questions or matters.

PUBLIC COMMENTS

There were no public comments.

NEW BUSINESS

Surplus Transfer Approval

The Executive Director introduced Katheryn Hile, the Finance Director of the Department of Parking and Traffic, who briefed the members on the surplus budget transfer requests. Descriptions and discussion of the items follow:

TF 36-10002 - to work order a staff assistant from the Public Utilities Commission to assist the Department in the coordination with State and Federal agencies concerning funding and providing support for public information to media, business and community groups regarding issues surrounding the Embarcadero Freeway.

The Chair asked if employee benefits are inclusive in the work order package. He also inquired about the expiration date of the work order. The Finance Director replied that both salary and benefits are inclusive in the work order and the expiration date would be June 30, 1992.

TF 36-10003 - to purchase two computer systems for the Meter Shop. One computer for word processing, spread sheet and database work. The other computer to track meter installation and inventory information.

The Chair inquired about the computers currently in use by the Meter Shop. He also asked about the maintenance and life expectancy of the new computers. The Finance Director replied that the computers in current use at the Meter Shop are antiquated and are limited to word processing. The recommended new computers are 386SX computers and would be useful to the Department for an extended period of time. She noted that one-year warranties are available on new computers and, as a rule, computers have a low maintenance requirement.

Commissioner Chin asked if the computer vendor is a certified minority business. The Finance Director replied that the contracts awarded by the Purchasing Department are based on the lowest bidder for the contract. She noted, however, that the minority bidders are awarded a ten percent credit in the bidding process.

TF 36-10004 - to fund workers compensation costs. The workers compensation estimate provided by the Retirement Department in FY 91/92 was insufficient for the Department of Parking and Traffic.

The Chair asked if the base line for the budget item will be increased next fiscal year. The Executive Director replied Yes and indicated that she has requested the Mayor's Office adjust the budget base line accordingly due to increases in fixed costs. She also noted that she will present the Commission with a draft of a proposed limited light duty program to address some of the workers compensation issues as part of the budget process.

TF 36-10005 - to purchase a computer, oscilloscope, ambient air breather apparatus, and current tracer pasar amprobe for the Signal Shop.

Commissioner Chin asked if computer software had been purchased for the Signal Shop. The Finance Director replied that the Department has purchased database software for use in Divisions.

Commissioner Chin asked if supplies for the computer system are available in the existing budget. The Finance Director replied that supplies are presently listed in the budget.

Commissioner Chin asked if the cost of data entry has been budgeted for the Signal Shop. The Executive Director replied that the cost for data entry will be absorbed in-house.

TF 36-10006 - to fund the cost of overtime for the Parking Control Officers during holidays and special events.

Commissioner Chin inquired about the possibility of recovering overtime costs for special events. Executive Director replied that in many cases funds are not recoverable because the special events are sponsored by nonprofit organizations. However, the Department is drafting legislation for recovery of funds for overtime costs of Parking Control Officers for specific events.

TF 36-10007 - to install a database network system at the Residential Permit Parking Program.

TF-10008 - to purchase rental space at 25 Van Ness Avenue in order to consolidate the Administrative Offices, Parking Authority and Traffic Engineering Division (presently located at 460 McAllister Street).

Commissioner Singh inquired about the moving of the Traffic Engineering Division from their present location. Executive Director replied that the building currently housing the Traffic Engineering Division will soon be demolished because of extensive damage cause during the 1989 Earthquake.

Commissioner Singh asked if the Department will retain rental space on the 8th Floor of 25 Van Ness Avenue. The Executive Director replied that the Department will no longer occupy space on the 8th Floor of 25 Van Ness Avenue. She indicated that the space available on the third and fourth floors will be sufficient for staff.

*

David Pilpel, representing the Sierra Club, had the following comments and questions concerning the surplus transfer requests:

- Regarding TF-10002, what is the title of the position and has an individual been identified to fill the position? Executive Director replied that is was likely a Transportation Planner

will fill the position. She noted that the matter is being negotiated.

- There are several positions vacant generating a salary savings. What is the impact of those vacant positions on the Department? Executive Director replied that the City is currently experiencing a hiring freeze which has generated much of the salary savings. She acknowledged that the vacant Parking Control Officers' positions impact the Department, however, she noted that a new employment examination has been issued and a list of certified employees has been generated. Those positions will be filled shortly.

  The Chair instructed staff to prepare a breakdown of current staff and an organizational chart as of January 1, 1992 for the next meeting of the Commission.

- Computer equipment is requested in several locations. Has this equipment been approved by the Electronic Information Processing Steering Committee (EIPSC)? The Director of Finance stated that there is a rule of twenty whereby the Department can purchase twenty stand-alone computers without approval of EIPSC. However, the computers for Residential Parking will need EIPSC approval.

- Regarding the workers compensation item, are there controls in place? The Executive Director replied that the item was under budgeted based on a lower number of positions than are currently employed. She reported that the Department is working on an alternatives plan which will include a modified duty component.

- Regarding data entry for the Signal and Meter Shops, is data entry personnel on staff? Will current staff be required to work out of class in a data processing capacity? The Executive Director replied that staff will not be required to work out of class. The Bureau Chief added that each shop has clerical staff presently employed.

- Regarding overtime pay for special events, could work order funds be requested from the Police Department since special event coverage was an original function of the Police Department and, presumably, the Police Department has budgeted funds for this purpose? Executive Director replied that the Police Department overtime has been substantially reduced. She also noted that recovery legislation should aid in the recapturing of funds.

- Regarding Freeway reimbursements, why weren't funds advanced from Caltrans for reimbursement of the use of Parking Control Officers during the Freeway demolition? The Executive Director replied that FEMA reimbursement had been planned and

will be expended for that function as well as other Earthquake-related projects and functions performed by several departments within the City. Monies must be spent and then reimbursed under the rules.

- Regarding funds for software development of the cashier system for the Residential Parking Program, will that require a contract before the Commission to hire an individual? The Finance Director replied discussions have been held with the individual who developed the cashier system for the Tax Collector's Office. She noted that this matter will come before the Commission for a vote.

*

Virginia Conway asked if training films are available for Parking Control Officers to aid in accident prevention. The Executive Director replied that training films are not available, however, safety meetings are held once a month. The Bureau Chief added that most accidents involving Parking Control Officers are vehicular accidents.

*

VOTE: *AYES* - Members Chin, Grosboll, Melara and Singh
NOES - None
EXCUSED - Member Quaranta

Resolution No. 92-66 Approving Lease and Bid Documents for Auto Detailing Service at Golden Gateway Garage

The Director of the Parking Authority briefed the members on the Resolution No. 92-66.

Ganice Morgan, representing Rapid Shine Company, addressed the Commission concerning two issues: (1) Rapid Shine's refusal to sign a month-to-month rent agreement; and (2) a request that Rapid Shine be awarded the lease to occupy space within the Golden Gateway Garage for a five-year period on a no-bid basis. Ms. Morgan also noted her disappointment in not receiving a copy of the briefing paper from the staff prior to attending the meeting. Further, she stated that she had not been informed of the rent reduction prior to the meeting.

Ms. Morgan opined that the month-to-month rent agreement is unfair and cited the following reasons for not signing the lease:
(1) the mandatory parking charges for patrons;
(2) the cleaning costs for new Garage space; and

(3) a rent credit request of $2,000 for mandatory closure of business for a one week period.

Concerning the mandatory parking charges, Ms. Morgan explained that she is currently required to pay a parking charge for all contract work that enters into the Garage from the outside. She stated that from October 1, 1991 to December 31, 1991, $1,750 had been incurred in parking charges. She requested reimbursement for those charges. In addition, she noted that under the old sublease two parking cards were provided to Rapid Shine for patrons entering the Garage. She requested that the parking card provision be reinstituted.

Regarding the cleaning of the Garage space, Ms. Morgan explained that Rapid Shine acquired new office space within the Garage in October, 1991. She stated that the space was to be cleaned prior Rapid Shine's acquisition of the space. She presented the Commission with photocopies of the uncleaned space and requested reimbursement of $500 for the labor costs and products used for cleaning.

Concerning the request for a rent credit, Ms. Morgan stated that she was told only 24 hours in advance of the mandatory request for closure of the auto detailing service to effect electrical work. She stated that her business was closed for one week. Because of the inconvenience and loss of business, Ms. Morgan requested $2,000 in rent credit.

Ms. Morgan beseeched the Commission to vote against having the auto detailing space bid upon and to vote for awarding Rapid Shine the lease for a five-year period. She indicated that Rapid Shine has experienced hardships in the past including the paying of exorbitant rent, experiencing fraud, and suffering through a difficult first year at the Garage. She indicated that Rapid Shine employees have showed good faith by aiding tenants of the Garage in evacuation during the 1989 Earthquake. She also indicated that a tenant in the Garage has loaned Rapid Shine $20,000 to assist the small business in recovery.

Commissioner Chin asked how long Rapid Shine has been in possession of the commercial space. Ms. Morgan replied that Rapid Shine has been in possession of the space since February, 1989.

Commissioner Chin inquired about the space shown in the photographs supplied by Ms. Morgan. Ms. Morgan stated that the space shown in the photographs was occupied by Rapid Shine in October 5, 1989. She indicated that the space had previously been occupied by City Park; however, Rapid Shine received the new space in exchange for space which was occupied by Rapid Shine under the old lease.

The Director of the Parking Authority addressed the Commission on the matter. He stated that staff was not given the opportunity to clean the store room area because Rapid Shine took possession of

the space without staff's knowledge. He stated that Rapid Shine is not paying additional rent on space. He further noted that the gate area Ms. Morgan claims to have traded for the store room space was not assigned to Rapid Shine in the old lease. He noted that no formal month-to-month agreement has been signed for the space occupied by Rapid Shine. Regarding reimbursement for lost income while the business was closed, the Director stated that there is no provision in any City parking lease which would allow a tenant to recover costs from the City because of closure.

The City Attorney advised the Commission that the old master garage lease has terminated, therefore, the sublease is no longer valid.

Harry Quinn, representing the Department of Real Estate, informed the Commission that Rapid Shine is occupying the space at Golden Gate Garage as a tenancy of convenience. He echoed the City Attorneys statement concerning the old master lease. He noted that the month-to-month lease has not been signed and indicated that the rent reduction offered to Rapid Shine includes the cost for the two parking cards.

The Chair asked if the reduced rent is the fair market value for the space. Mr. Quinn replied that the new rent is at fair market value.

Ms. Morgan stated that Rapid Shine had been under the assumption that all of the terms and conditions of the old lease would remain the same until the new lease had been signed.

*

Commissioner Singh left the meeting at 3:00 p.m.

*

Commissioner Chin questioned Ms. Morgan concerning Rapid Shine's delinquency in the paying of rents for October and November, 1991. He noted that it was agreed at meetings with staff that the rent for that period would be paid immediately, although under protest. He noted, however, that the rent was paid late, only partial payment was paid, and staff was not notified of the reasons for the partial payment. Ms. Morgan replied that the decision was made to partially pay the rent because parking fee charges and additional rent credits that were due.

The Chair asked if Ms. Morgan had anything in writing to support her position. Ms. Morgan stated that she did not have anything in writing at this point and her attorney was unable to attend the meeting.

The Chair called for public comment on the matter.

David Pilpel addressed the Commission. He opined that it would be improper to charge the tenant both rent and parking fees unless the tenant considered those parking fees to be a part of the rent. He stated that the tenant would be paying twice for the same space. He stated that it appears that the tenant is making a good faith effort to come to a resolution on the matter.

Mr. Pilpel questioned if the Commission has the discretion to make a sole source service decision versus a bidding decision. The City Attorney opined that the Commission does not have the discretion.

Commissioner Melara observed that the awarding of a sole source service would be unfair because it would not provide equal opportunity to others. She also noted Minority, Women and Local Business Enterprise Program (MBE/WBE) does not apply to lease and concession contracting.

Mr. Pilpel asked if the space at the Golden Gate Garage is owned by the Parking Authority or the Department of Real Estate and asked what the relationship is between the two Departments in this matter. The City Attorney replied that the property is owned by the City and County of San Francisco, administered by the Parking and Traffic Department who has requested that the Department of Real Estate negotiate the leasing of the property.

The Chair called for a motion.

Commissioner Chin moved that the Commission recommend to the Board of Supervisors that the auto detailing space at the Golden Gateway Garage be bid upon. Commissioner Melara seconded the motion.

Commissioner Chin echoed Commissioner Melara's statements and made the following observations:

- The issue of sole source came before the Commission regarding the Mission/Bartlett Garage. At that time, the Commission voted to have the space bid upon. The individual requesting the sole source was eventually awarded the bid because he was the sole bidder.
- The Commission has consistently encouraged minority participation whether it be in contracts for services products, leases or any type of participation for the City and County of San Francisco.
- The situations under which Ms. Morgan has operated her business have been atypical of landlord/tenant relationships and are unfortunate. However, neither the City, the Parking Authority nor the Commission have been a party in those incidents.

The Chair agreed that the space should be competitively bid upon. He stated that whether or not there is a legal requirement to do so, it would be equitable.

VOTE: *AYES* - Members Chin, Grosboll, Melara
EXCUSED - Members Singh and Quaranta

Commissioner Chin asked that the Commission consider the issue of tenancy of Rapid Shine and its occupancy of its premises at 250 Clay Street from October 1, 1991 to the present time. He noted that in the testimony presented by Ms. Morgan, there has been problems with the rent that was charged and agreed upon between the Parking Authority's agent, the Department of Real Estate. He moved that the rent owed by Rapid Shine be reduced to $450 for each month from October 1, 1991 through January 1, 1992 for a total amount of $1,800. In addition, there be a reduction of $885 for rent paid for the month of October, 1991 leaving a balance of $915. Commissioner Melara seconded the motion.

Commissioner Chin explained how he computed the rent. He stated that $3,530 is owed on rent. If the rent is reduced to $648 retroactively from October 1, 1991, the total rent would be $2,592. Ms. Morgan is demanding credits of approximately $3,000. The recommended $1,800 charge for the four months would show a willingness to compromise on the part of the Commission. He recommended $915 balance be owed by Friday, January 10, 1992.

The City Attorney recommended that the Commissioner include that there would be no further credits given for the claims that are made. Commissioner Chin agreed and moved to amend the motion to include that there would be no other claims made in the matter. Commissioner Melara seconded the motion.

Executive Director recommended that the Commission direct staff to meet with Commissioner Chin to draft a workable proposal on the matter. Commissioner Chin agreed to table the motion and the Chair stated that the matter is deferred until the next meeting of the Commission.

*

The Commission discussed the issue of the mandatory parking charges for the auto detailing patrons. The Chair suggested deferring action on the issue until the January 21, 1992 meeting of the Commission. He requested that the Department of Real Estate provide staff with input into the matter.

The Chair suggested that Ms. Morgan meet with Parking Authority and Department of Real Estate representatives to resolve the issues.

He requested that the decisions reached in the matter be placed in writing and presented to the members before the January 21, 1992 meeting of the Commission.

ADJOURNMENT

The meeting adjourned at 3:45 p.m.

Sincerely,

Renee Faison
Acting Commission Secretary

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OF THE CITY AND COUNTY OF SAN FRANCISCO

PARKING AND TRAFFIC COMMISSION

25 VAN NESS AVENUE, SUITE 880
SAN FRANCISCO, CALIFORNIA 94102
554-PARK

RINA CUTLER, Executive Director

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NOTICE

REGULAR MEETING OF THE PARKING AND TRAFFIC COMMISSION
SPECIAL MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

Tuesday, January 21, 1992
1:30 p.m.

Room 282, City Hall
San Francisco, California

AGENDA

REGULAR MEETING OF THE PARKING AND TRAFFIC COMMISSION

1. ROLL CALL

2. ADOPTION OF MINUTES

   Regular Meeting of the Parking and Traffic Commission held on January 7, 1992

3. DIRECTOR'S REPORT

4. CITY ATTORNEY'S REPORT

5. COMMISSIONERS' QUESTIONS AND MATTERS

6. PUBLIC COMMENT

   The public may address the Parking and Traffic Commission on any matter within the jurisdiction of the Commission. This should not relate to any item on this agenda since public comment will be taken as each agenda item is discussed. The Chair requests that each person addressing the Commission limit herself/himself to five minutes.

7. UNFINISHED BUSINESS

   a. Resolution Rescinding Approval of Lease and Bid Documents for Auto Detailing Service at Golden Gateway Garage and Approving Revised Lease Documents for Auto Detailing Space
   b. Resolution Approving the Month-to-Month Lease Agreement with Rapid Shine Company for Auto Detailing Service at Golden Gateway Garage

(Continued on Back of Page)

8. *NEW BUSINESS*

   a. Resolution Approving Expenditure of Funds to Purchase New Revenue Control Equipment for the Sutter Stockton Garage
   b. Coit Tower Traffic Public Hearing

9. *ADJOURNMENT*

RECONVENE

SPECIAL MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

1. *ROLL CALL*

2. *ADOPTION OF MINUTES*

   Special Meeting of the San Francisco Parking Authority held on December 17, 1991

3. *PUBLIC COMMENT*

4. *EXECUTIVE SESSION*

   To Discuss Litigation Regarding the Acquisition of Property Located at 2444-2470 California Street

5. *ADJOURNMENT*

PARKING AND TRAFFIC COMMISSION

January 21, 1992

The Minutes of this meeting are missing.

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PARKING AND TRAFFIC COMMISSION

OF THE CITY AND COUNTY OF SAN FRANCISCO

25 VAN NESS AVENUE, SUITE 880
SAN FRANCISCO, CALIFORNIA 94102
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FEB 3 - 1992

FRANK JORDAN, Mayor
RINA CUTLER, Executive Director

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NOTICE

REGULAR MEETING OF THE PARKING AND TRAFFIC COMMISSION

Tuesday, February 4, 1992
1:30 p.m.

Room 282, City Hall
San Francisco, California

AGENDA

1. *ROLL CALL*

2. *ADOPTION OF MINUTES*

   Regular Meeting of the Parking and Traffic Commission held on January 21, 1992

3. *DIRECTOR'S REPORT*

4. *CITY ATTORNEY'S REPORT*

5. *COMMISSIONERS' QUESTIONS AND MATTERS*

6. *PUBLIC COMMENT*

   The public may address the Parking and Traffic Commission on any matter within the jurisdiction of the Commission. This should not relate to any item on this agenda since public comment will be taken as each agenda item is discussed. The Chair requests that each person addressing the Commission limit herself/himself to five minutes.

7. *UNFINISHED BUSINESS*

   a. Resolution Approving Expenditure of Funds to Purchase New Revenue Control Equipment for the Sutter Stockton Garage

8. *NEW BUSINESS*

   a. Discussion of Draft 1992-93 Budget and Departmental Priorities
   b. Resolution Commending Parking Control Officers Guy Moore and Darryl Rogers

9. *ADJOURNMENT*

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PARKING AND TRAFFIC COMMISSION

OF THE CITY AND COUNTY OF SAN FRANCISCO

25 VAN NESS AVENUE, SUITE 880
SAN FRANCISCO, CALIFORNIA 94102
554-PARK

FRANK JORDAN, Mayor
RINA CUTLER, Executive Director

MEETING REPORT

REGULAR MEETING OF THE PARKING AND TRAFFIC COMMISSION

Tuesday, February 4, 1992
1:30 p.m.
City Hall, Room 282
San Francisco, California 94102

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PRESENT:

Commissioners: Dick Grosboll, Chair
Angelo Quaranta, Vice Chair
Arnold Chin
Sonia Melara
Darshan Singh

Staff: Rina Cutler, Executive Director
Tim Johnson, Bureau Chief
Kevin Hagerty, Director of the San Francisco Parking Authority
Kathryn Hile, Financial Director
Julian Hultgren, Deputy City Attorney
Renee Faison, Acting Commission Secretary

Guests: David Pilpel, San Francisco Resident
Virginia Conway, San Francisco Resident
Norman Rolfe, San Francisco Tomorrow
Richard O. Guynn, Sutter-Stockton Garage
Paul Weeks, McMillan Technology Inc.
Tom Rollo, Federal APD
Dean Hatfield, System Parking
Jerry Foshee, Civic Center Garages
Alice Villagomez, Personnel Director
Paul Deloria, Dept. of Parking and Traffic
Jocelyn Kane, Dept. of Parking & Traffic

The Chair called the meeting to order at 1:39 p.m.

ROLL CALL

The roll call indicated Quorum present.

ADOPTION OF MINUTES

The Chair requested that the Minutes of the January 21, 1992 Regular Meeting of the Parking and Traffic Commission be postponed until the February 18, 1992 Meeting of the Commission noting that he had not had an opportunity to review the Minutes thoroughly. The members agreed.

DIRECTOR'S REPORT

The Executive Director reported on the following matters:

Proposed Charter Amendment

At the January 29, 1992 meeting of the Administration and Oversight Committee of the Board of Supervisors, Supervisor Maher proposed a Charter amendment to eliminate the Department of Parking and Traffic and to return each Parking and Traffic Division to its original departmental assignment prior to the enactment of Proposition D. Public testimony was taken at the January 29, 1992 Board of Supervisors meeting; however, the matter was continued to February 4, 1992 because Supervisor Britt, Committee member and original author of Proposition D, was out of town. The Executive Director met with the Mayor regarding the issue and at the February 4, 1992 Board of Supervisors' Committee meeting, Supervisor Maher reported that at the request of the Mayor Office, the matter was tabled.

Letter from Mary T. O'Gara

The members were provided with an informational copy of a letter from Mary T. O'Gara addressed to the Commission urging the members to make the Montgomery/Union cul de sac a major target of the Telegraph Hill/Coit Tower transportation study. The Executive Director reported that the Department will attempt to incorporate Ms. O'Gara's request into the study.

Ellis-O'Farrell Garage Seismic Upgrade and Expansion Project

The members were provided with a project description of the Ellis-O'Farrell Garage seismic upgrade and expansion project as prepared by the City of San Francisco Ellis-O'Farrell Parking Corporation.

Memorandum from City Attorney

The members were furnished with an informational copy of report from the City Attorney's Office regarding open meeting requirements.

Administrative Staff Levels

A chart illustrating the Department's administrative staffing levels was provided to the members for their information. The chart, prepared by the Department's Office, compares staff levels of the Department of Parking and Traffic with several other City departments.

*

Commissioner Melara complimented the staff on the administrative staffing levels chart.

CITY ATTORNEY'S REPORT

The City Attorney had nothing to report.

COMMISSIONER'S QUESTIONS AND MATTERS

The Chair reported on a meeting of Commissioner Officers held by the Mayor on February 3, 1992. The Chair stated that the purpose of the meeting was to welcome the Commissioners and give the Mayor an opportunity to share his views with the Officers. The Mayor assured those present that he has no hidden agenda; however, he expressed an ultimate intention to make various changes within the Commissions.

Commissioner Chin observed that the Commission has not received Boot reports at recent meetings. The Executive Director apologized for the oversight.

Commissioner Chin requested a status report on the Churchill/Vallejo, California/Steiner, San Francisco General Hospital, and Mission/Bartlett Garages. The Director of the Parking Authority reported on the matter. Highlights of his report follows:

- The City Attorney's Office is finalizing details to acquire the Vallejo/Churchill Garage site. An architectural contract and financing plan for Commission approval will be forthcoming.

- The California/Steiner Garage is completed with the exception of adjustments to the lighting system which are in the process of being completed. A garage opening celebration will be announced when plans are finalized.

- The San Francisco General Hospital Garage project is on schedule. On February 8, 1992, the project Advisory Committee will hold a meeting with various City departments involved in the project, residents of the neighborhood, and the architects of the Garage. Ongoing discussions between staff and the Director of the Hospital are being conducted.

- The Mission/Bartlett Garage experiment is a major success. The Garage has a full time attendant and is well maintained. MEDA and the S&F Parking Company are working on a marketing plan for the Garage. That plan will be submitted to staff within the next week and ultimately to the members for comments.

The Chair requested a quarterly Commission calendaring of status reports on ongoing projects. He also requested quarterly reports on the most common parking violations that occur in the City. The Director acknowledged the Commissioner's request and indicated that the Department was awaiting the information from the Court.

Commissioner Chin requested that staff prepare revenue comparisons on the Mission/Bartlett Garage when the matter is calendared for discussion.

The Chair inquired about the status of the Polk/Bush Garage. The Director reported that the Garage is three weeks behind schedule; however, contractors have indicated that it may be possible to make up time and return to the planned schedule.

The Chair inquired about the rejection of the Haight Street Fair permit. The Executive Director reported that the Haight Street Fair permit was denied at an ISCOTT hearing. She explained that at the hearing, residents of the area testified that the 1991 Haight Street Fair was out of control and severely impacted the neighborhood. The matter has been appealed before the Board of Supervisors; however, consensus was not reached and the matter has been continued.

The Chair inquired about the status of legislation concerning (1) the decriminalization and administrative adjudication of parking citations and (2) the revision of the vehicle registration system. The Executive Director reported that meetings will be held on both matters in Sacramento in the next two weeks.

The Chair inquired about the Central Freeway. The Executive Director reported that the Department of Parking and Traffic has been working the City Planning and the Department of Public Works regarding traffic and land use impacts of the Central Freeway. She stated that a report on the matter will be presented to the Parking and Traffic Commission within the next two months.

The Chair inquired about the status of the abandoned vehicle legislation. Executive Director reported that no further progress has been made on the abandoned vehicle legislation.

PUBLIC COMMENTS

Norman Rolfe, representing San Francisco Tomorrow, addressed the Commission concerning the Enforcement Division priorities as specified in the draft budget. Mr. Rolfe recommended that measures proposed in the Board of Supervisors' "transit first" Resolution (number 189-73) be incorporated in the Enforcement Division's priorities. He recommended that special attention be given to double parking and intersection blocking on transit preferential streets.

*

David Pilpel, a San Francisco resident, requested the investigation of the yellow loading zones located at 821-823 Irving Street. He indicated that a closed store front now occupies that address and suggested that the yellow zones be converted to two parking metered spaces. The Chair requested that staff investigate the matter.

*

John Friedlander, a San Francisco resident, inquired about the Boot Program. The Executive Director replied that in its first year, the Boot Program has generated approximately $2.6 million in revenue for the City of San Francisco.

UNFINISHED BUSINESS

Resolution Authorizing the City of San Francisco Uptown Parking Corporation to Expend $520,000 to Purchase New Revenue Control Equipment and to Pay for Related Installation Costs at the Sutter Stockton Garage

Staff Comment

At the February 4, 1992 meeting of the Commission, the members requested postponement of discussion of the resolution to purchase new revenue control equipment at the Sutter Stockton Garage pending receipt and review of additional information on the matter. Additional information was furnished to the members and the Director of the Parking Authority reported the following:

- The labor union has been notified of the possible change of equipment.

- Existing employees will not be discharged; staff will be reduced through attrition. Current employees would be reassigned to other responsibilities within the Garage.
- The proposed equipment is highly rated. Richard Guynn has visited garages in Calgary and Albuquerque which are currently using the system. Garages using the system in other locations have also been contacted.
- The proposed system will allow the Garage to operate efficiently and provide extensive analytical information.

Commissioners' Inquiry

Commissioner Singh noted his concern regarding the employment of staff at the Garage. The Director of the Parking Authority replied that current staff would not be discharged from employment. He stated that staff would be reduced through attrition and current staff would remain employed to educate patrons concerning the new system. Staff will also be assigned to various other duties.

Commissioner Singh asked if there was any urgency in replacing the equipment. The Director replied that the deterioration and malfunction of the current equipment makes it inconvenient for patrons to park at the Garage. He also noted that the ability to perform various analysis is limited.

Commissioner Chin questioned Mr. Richard Guynn of the Sutter Stockton Garage concerning the proposed system and how it differs from the current system. Mr. Guynn stated that the Federal APD uses a magnetic strip ticket which is efficient and retains more data than the current system. The current system uses a hole punch-type ticket.

The Chair inquired about the reserve funds which would be used to pay for the proposed system. The Director explained that 15 percent of the garage revenue is held in a reserve fund each month. That fund now amounts to approximately $2 million. The cost of the system would be $487,400 for the equipment and $41,600 for related capital improvements.

The Chair inquired about the current number of breakdowns in the system per day. Mr. Guynn replied that the system currently breaks down approximately two or three times a day.

The Chair asked if the union or Garage employees voiced any concern or raised issues regarding the proposed system. Mr. Guynn replied that no complaints have been received.

The Chair questioned Paul Weeks of McMillan Technology on the cost of the proposed system. Mr. Weeks stated that the majority of the fee is for a portion of the system which is automated and equipped

with a vault for money retention. A software package and training is also included in the cost.

Commissioner Chin asked for a breakdown in the cost of the system. Mr. Weeks replied that the cost is approximately 80 percent equipment and software. 20 percent of the cost is for labor and training. The cost of the software package is approximately $20,000.

Commissioner Singh inquired about the number of bids on the project. The Director of the Parking Authority replied that five companies originally bid on the project and two companies were eliminated.

Commissioner Quaranta inquired about the number of employees needed to operate the Garage currently and the number that would be needed to operate the Garage if the proposed system was installed. Mr. Guynn replied that 10 employees are currently needed to operate the Garage. He stated that the same number of employees would be used with the proposed system, however, different duties would be performed by the employees.

Commissioner Quaranta asked for a guarantee that no employee would be discharged from his job. The Director of the Parking Authority replied that a condition could be added to the resolution indicating that no current employee would be discharged. The Executive Director suggested that it be specified that no employee would be discharged from employment by virtue of automation.

Commissioner Melara moved to approve the resolution. She noted that a condition should be added indicating that no current employee would be discharged from employment by virtue of automation. Commissioner Chin seconded the motion.

VOTE: *AYES* - Members Chin and Melara
NOES - Members Grosboll, Quaranta and Singh
EXCUSED - None

The Chair informed Mr. Guynn that the Commission would be willing to reconsider the resolution at a future date.

The Chair called for a break at 2:42 p.m. The meeting reconvened at 2:54 p.m.

NEW BUSINESS

Discussion of Draft 1992-93 Budget and Departmental Priorities

Staff Report

Kathryn Hile, the Department of Parking and Traffic Finance Director, provided the members with a briefing on the budget for Fiscal Year 1992-93. (A brief summary as prepared by the Finance Director is attached as Exhibit A.) She thanked her staff for assisting her in the preparation of the budget and introduced two of the staff members which were present at the meeting, Paul Deloria and Jocelyn Kane.

The Finance Director noted that the Departmental budget is divided into three funding sources -- the Off-Street Parking Fund (Administration, Parking Authority and Meter Divisions), the General Fund (Enforcement and Residential Parking Divisions), and the Road Fund (Engineering, Signs, Signals and Traffic Painting Divisions). Included in her report to the Commission was a definition of the Mayor's request for a high and low budget submittal. As explained, the high request is a budget designed with 10 percent reduction in the Department's General Fund including baseline adjustments agreed upon between the Mayor's Office and the Department. The low request is a budget designed with 10 percent reduction to the Departmental budget of Fiscal Year 1991-92.

She noted that the Mayor has also requested a reduction in the Departmental Road Fund in order to give priority to street cleaning. She explained that in addition to divisions within the Department of Parking and Traffic, the Road Fund also funds the Department of Public Work's Street Cleaning and Street Repair Division.

*

Commissioner Melara was excused from the meeting at 3:14 p.m.

*

The Finance Director reported that the Bureau of Light, Heat and Power has requested a back charge of $250,000 from the Department of Parking and Traffic for signal equipment. In addition, the amount that the Department is charged per year will be increased from $799,000 to $902,000. The Bureau is also charging the Department the commercial rate for traffic signal electrical consumption.

The Executive Director informed the Commission that the Department will be requesting a policy vote on this matter as a part of the budget approval at the February 18, 1992 Commission meeting.

The Finance Director reported that because of the budget deficit, the Department will not be requesting new positions in the coming Fiscal Year. However, one position in the Residential Parking

Program will be upgraded from a 1630 account clerk to a cashier II level to accommodate the upgrade in work assignments.

*

Commissioner Melara returned to the meeting at 3:23 p.m.

*

Public Comment

Norman Rolfe, of San Francisco Tomorrow, commented on the draft budget as follows:

- He suggested that a general overview of the Department be included in the budget. He stated that the overview should give an explanation of the functions of the Department, a description of the Department's programs and an inventory of how the revenue is allocated to each Division.
- He recommended that the goals and objectives of the Department be listed first in the budget, followed by a breakdown of each line item.
- He opined that many of the items listed as General Fund items could be supported by the Off-Street Parking Fund.
- He suggested that the Mayor be informed that reducing the Department's General Fund will be counter productive. (Executive Director pointed out that page 31 of the budget reports that a 10 percent reduction in the General Fund will save approximately $1.2 million but will cost the City anywhere from $9 million to $11 million in revenue.)
- He recommended that the Department eliminate monthly parking at City-owned garages in order to increase the revenue in the General Fund.
- He urged the staff to incorporate in the budget those issues listed in the Board of Supervisors' Resolution No. 189-73.
- He reported on a technique used in Anchorage, Alaska for monitoring meter feeders. He explained that diagrams are used by Parking Control Officers (PCO). Each parking space has a space in the diagram. The PCO notes the license plate number in the appropriate box on the diagram. If a vehicle parks in that space longer than the time indicated, the vehicle is cited.

*

Virginia Conway asked if nonprofit organizations are required to pay the Department fees for services. The Chair replied that nonprofit organizations are charged fees for services.

*

David Pilpel, a resident of San Francisco, made the following observations concerning the budget:

- He stated that the line item explanations are too detailed.
- He suggested that the narrative be consolidated.
- He suggested that the budget include a revenue turnaround report, revenue transfer information, expenditure information, equipment, and position classification information.
- He stated that information should be included on position changes and number of positions proposed in each classification.
- He asked for an overall breakdown of Road Fund. (The Chair echoed his request.)

*

Commissioner Singh left the meeting at 3:50 p.m.

*

- He suggested that a summary be provided at the character level regarding costs and fixed charges.
- He suggested that the high request be a 100 percent budget. He opined that the Department should advocate for the funds to fulfill its mandate.
- He suggested that the Department note its backlog of planning needs in order to justify the an additional staff request.
- He stated that the current Acting Commission Secretary has been operating out of class for two and a half years. He suggested that the Secretary be promoted and a reclassification be granted.

*

Commissioner Singh returned to the meeting at 3:58 p.m.

*

- He noted that the "A" positions need to be classified and the backlog addressed.
- He suggested that more narrative description be added to the budget in addition to a more detailed mission statement and list of functions.
- He asked if the Electronic Information Processing Steering Commission had approved the requests for equipment.
- He noted that budget change proposals need to be included in the budget for review.

- He stated that Proposition A should be addressed in the budget. He asked if immediate fill behind of key critical position will be requested.
- He suggested that the backlog of work in Traffic Engineering and planning should be documented.

Alice Villagomez, the Department's Personnel Director, briefed the members on personnel issues and matters addressed by Mr. Pilpel.

Commission Comments

The Chair requested that staff provide the members with an analysis of the Parking Control Officer positions. He requested that the analysis include information on the Parking Control Officer revenue and the possibility of hiring additional Parking Control staff. He stated that the information would be useful in arguing for more Enforcement staff. The Executive Director stated that 39 Parking Control Officer vacancies currently exist. She recommended that a determination be made regarding the need for more Parking Control Officers after the 39 positions have been filled.

Commissioner Chin echoed Mr. Pilpel's comments concerning a 100 percent budget submittal to the Mayor's Office. He noted that the revenue is essential to carrying out the Departments mandate of strict enforcement of tow aways, signal pre-emptions for transits, increased traffic signals and enforcement of traffic preferential streets. The Chair requested that the members be provided with a copy of the 100 percent budget.

*

Commissioner Singh was excused from the meeting at 4:13 p.m.

*

The Chair commented that one of his goals is the transit issue. He stated that he would like to begin to establish transit priorities and transit planning. He requested that staff report on the matter at the next meeting of the Commission. He stated that he would like to investigate the possibility of adding another Transit Planner to the staff to be funded by the Road Fund. The Bureau Chief reported that the Department of City Planning has requested that a Transportation Planner be provided for the Transit Preferential Streets Program. Funding for that position will be made available through the half cents sales tax plan which funds the Transportation Authority.

For the next meeting of the Commission, the Chair requested a breakdown of positions that will be funded through outside sources.

The Chair requested that at the next meeting of the Commission, staff report on the top five priorities for the Department. He asked that the staff detail goals and anticipated accomplishments

for the next year. The Executive Director acknowledged the Commissioners request.

Commissioner Chin moved that the budget and priority discussion be continued for the next meeting. Commissioner Quaranta seconded the motion. All members voted ayes.

ADJOURNMENT

The meeting adjourned at 4:37 p.m.

Respectfully submitted,

Renee Faison
Acting Commission Secretary

DEPARTMENT OF PARKING AND TRAFFIC
BUDGET HIGHLIGHTS
FISCAL YEAR 1992-93

- The budget consists of a low request and a high request. The target for the low request was $11,060,233, a 10% reduction in the General Fund over the Board approved FY 1991-92 budget. The high request is the same as the low request with the addition of $288,628 in allowable baseline adjustments. The Mayor has not requested reductions to the Off Street Fund. The final budget proposal will include additional reductions in the Road Fund at the request of the Mayor's Office to accomodate a shifting of priorities to street cleaning. The requested percentage has not yet been determined.

- The Department's low request is 6.5% below FY 1991-92. The high request is 5.5% below FY 1991-92. The General Fund low request is a reduction of 10.2% and the high request is a reduction of 7.9%. The reductions are achieved primarily through the reclassification of management positions to less expensive A104 Assistant Supervisor positions and the elimination of 1-1823 Administrative Analyst, 2-8216 Sr. PCO's and 45-8214 PCO's (36 PCO's for the high request) and 1-1404 Clerk in the Residential Parking Permit Program.

- Proposes that the estimated Traffic Fine revenues be reduced by $7.4 million to $11.8 million to adjust for the loss of the Parking Control Officer positions.

- The Administration budget funded by the Off Street Parking Fund includes $1.3 million in expenditures that have been shifted in FY 1991-92 and again in FY 1992-93 from the General Fund: $665,145 for 20 Parking Control Officers; $55,919 for an Administrative Analyst to manage the Residential Parking Permit Program; and $605,165 in operational costs.

- Proposes an increase in the Off Street Parking Fund of 1.9% primarily due to the following changes: an increase of $324,145 in the Worker's Compensation account; an increase of $74,400 paid to Light, Heat, and Power which was erroneously deleted in FY 1991-92 due to an error by PUC; an increase of $118,968 for rented space at 25 Van Ness to house the Engineering, Parking Authority and Administrative divisions. Most of these costs were allowable additions to the baseline budget.

- Proposes to reduce the cost of Light, Heat and Power for the traffic signals by $656,000 (8% of the Road Fund budget) by paying the Bureau of Light, Heat and Power its cost of $.03 per kwh instead of the commercial rate of $.11 per kwh.

- Proposes $28,933 to purchase an automated system for the Sign, Meter, and Signal divisions that will track the following: Inventory of installed signs, signals, and meters; Citizen complaints, service requests and response to requests; Purchase orders and inventory of parts and equipment in stock; Job order system for charging to various funding sources; Labor analysis and time studies; Repair and maintenance history.

EXHIBIT "A"

PARKING AND TRAFFIC COMMISSION

OF THE CITY AND COUNTY OF SAN FRANCISCO

25 VAN NESS AVENUE, SUITE 880
SAN FRANCISCO, CALIFORNIA 94102
554-PARK

FRANK JORDAN, Mayor
RINA CUTLER, Executive Director

NOTICE

REGULAR MEETING OF THE PARKING AND TRAFFIC COMMISSION

Tuesday, February 18, 1992
1:30 p.m.

Room 282, City Hall
San Francisco, California

AGENDA

REGULAR MEETING OF THE PARKING AND TRAFFIC COMMISSION

1. *ROLL CALL*

2. *ADOPTION OF MINUTES*

   Regular Meeting of the Parking and Traffic Commission held on January 21, 1992 and February 4, 1992

3. *DIRECTOR'S REPORT*

4. *CITY ATTORNEY'S REPORT*

5. *COMMISSIONERS' QUESTIONS AND MATTERS*

6. *PUBLIC COMMENT*

   The public may address the Parking and Traffic Commission on any matter within the jurisdiction of the Commission. This should not relate to any item on this agenda since public comment will be taken as each agenda item is discussed. The Chair requests that each person addressing the Commission limit herself/himself to five minutes.

7. *UNFINISHED BUSINESS*

   a. Resolution Approving 1992-1993 Budget and Departmental Priorities

8. *NEW BUSINESS*

   a. Transfer of Surplus Off-Street Funds to General Fund

9. *ADJOURNMENT*

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PARKING AND TRAFFIC COMMISSION

OF THE CITY AND COUNTY OF SAN FRANCISCO

25 VAN NESS AVENUE, SUITE 880
SAN FRANCISCO, CALIFORNIA 94102
554-PARK

FRANK JORDAN, Mayor
RINA CUTLER, Executive Director

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MEETING REPORT

REGULAR MEETING OF THE PARKING AND TRAFFIC COMMISSION

Tuesday, February 18, 1992
1:30 p.m.
City Hall, Room 282
San Francisco, California 94102

PRESENT:

Commissioners: Dick Grosboll, Chair
Angelo Quaranta, Vice Chair
Arnold Chin
Darshan Singh

Staff: Rina Cutler, Executive Director
Tim Johnson, Bureau Chief
Kevin Hagerty, Director of the San Francisco Parking Authority
Julian Hultgren, Deputy City Attorney
Renee Faison, Acting Commission Secretary
Kathryn Hile, Finance Director

Guests: Lorena Chan How, Resident of San Francisco
Jerry Foshee, Civic Center Garage
Russ Presting, S.E. Onorato Garages
Alice Villagomez, Personnel Director, DPT
Jocelyn Kane, Dept. of Parking & Traffic
Ed Walsh, Department of Parking & Traffic

EXCUSED:

Commissioner: Sonia Melara

The Chair called the meeting to order at 1:38 p.m.

ROLL CALL

The roll call indicated Quorum present.

ADOPTION OF MINUTES

January 21, 1992 Meeting

On motion of Commissioner Quaranta, seconded by Commissioner Singh, the Minutes of the January 21, 1992 meeting of the Commission were approved.

VOTE:	*AYES* -	Members Chin, Grosboll, Quaranta and Singh
	NOES -	None
	EXCUSED -	Member Melara

February 4, 1992 Meeting

The Chair inquired about the issue concerning dismissal of employees of the Sutter Stockton Garage (page 7). He asked if a time limit was determined whereby the Garage would be prohibited from terminating employees due to the installation of new automation. The Executive Director responded that no time limit was established during discussion of the matter. She stated that it was agreed that no current employee would be discharged by virtue of the installation of new automation.

On motion of Commissioner Singh, seconded by Commissioner Quaranta, the Minutes of the February 4, 1992 meeting of the Commission were approved.

VOTE:	*AYES* -	Members Chin, Grosboll, Quaranta and Singh
	NOES -	None
	EXCUSED -	Member Melara

DIRECTOR'S REPORT

The Boot Program

The Executive Director provided the members with year-to-date statistics on the Boot Program. She reported that during its first year of operation, the Boot Program has generated $2.4 million in revenue. The Program has resulted in a total of 2,895 vehicles being booted and 4,964 vehicles being towed.

*

Commissioner Singh suggested that a press release be published on the matter. The Executive Director replied that a press release will be forthcoming.

The Chair inquired about the estimated cost of the Boot Program during its first year of operation. The Executive Director replied that during the period from February 1991 to February 1992 the

Program has cost approximately $550,000. She stated that many of the initial expenditures were nonrecurring, start-up costs for such items as the purchase of equipment.

Most Commonly-cited Parking Violations

The Executive Director furnished the members with data on the most commonly-cited parking violations. The Executive Director reported that citation issuance has increased approximately 18 percent over last year.

*

Commissioner Chin questioned the Executive Director concerning the Boot Program. He asked if the Program has reached its peak. The Executive Director opined that the program has not reached its peak and noted that 20,000 vehicles currently have ten or more outstanding parking citations.

Commissioner Singh inquired about the total number of vehicles seized in the first year of the Boot Program. Executive Director replied that 7,859 vehicles were seized during the first year of the Program.

The Chair observed that 14 percent of booted vehicles are abandoned rather than recovered due to the cost of citations incurred and the low value of the vehicles. He asked if scofflaw vehicle abandonment is a substantial cost to the City. The Executive Director replied that City recovers funds on abandoned vehicles by either selling the vehicles at auction or selling vehicle parts. There are no direct cost for the City for removal of abandoned vehicles.

Commissioner Chin complimented the Executive Director and staff on the outstanding work done in aggressively handling enforcement issues within this last fiscal year. The Executive Director thanked the Commissioner and reported that citation revenue has increased approximately 20 percent and meter revenue has increased approximately 11 percent within the last fiscal year.

Ellis-O'Farrell Garage

The Executive Director informed the members of the groundbreaking ceremony for the Ellis-O'Farrell Garage scheduled for February 27, 1992 at 11:15 a.m.

San Francisco Transportation Fact Sheet

The Executive Director provided the Commission with a Fact Sheet on transportation matters for their information.

San Francisco General Hospital Parking Garage

The San Francisco General Hospital Parking Garage has scheduled a community meeting to be held on February 19, 1992 at 6:30 p.m. at the Hospital's Carr Auditorium. The Executive Director reported that on March 3, 1992, the members will be provided with a report on the community meeting.

CITY ATTORNEY'S REPORT

The City Attorney reported on pending litigation matters before the Department of Parking and Traffic. He noted that at a previous Commission meeting, he had described two major litigation matters before the Department -- the Vallejo/Churchill and California/Steiner Streets eminent domain condemnation issues. He stated that in addition to those cases, there are various claims filed against the City which are charged to the Department of Parking and Traffic. He stated that information on those claims will be forthcoming.

*

The Chair inquired about the Department's involvement in claims that are filed. The Executive Director replied that the Department of Parking and Traffic provides investigation and generates recommendations to the City Attorney's Office for approval or denial of claims.

COMMISSIONER'S QUESTIONS AND MATTERS

The Chair thanked the Departmental staff for responding rapidly to requests made at the January 7, 1992 meeting of the Commission regarding parking and traffic issues raised by Peter Moylan and Dorothy Dana.

The Chair reported on a forum in which he and the Executive Director were in attendance that was sponsored by the Convention and Tourist Bureau. The forum allowed for discussions on several matters that concern San Francisco. Attendees of the meeting included representatives from the Hotel Council, the Tour Bus Guild, the Restaurant Association, and conventioneers.

PUBLIC COMMENTS

Lorena Chan How, resident of Commercial Street, addressed the members regarding the lunch time closure of the 600 block of Commercial Street. She beseeched the members to reconsider the closure decision. She noted that the Bureau Chief had reported at the August, 1991 meeting that the matter could be raised in six

months if opposition to the closure exists. She provided letters supporting her opinion from the Yellow Cab Company, the Luxor Cab Company and various residents and business owners in the area.

Ms. How cited the following objections to the street closure:
(1) the closure benefits a few favored private businesses.
(2) Emergency vehicles will have difficulty in obtaining access to the street during the closure.
(3) The City may become liable for any death, injury or property loss due to the emergency vehicles being slowed in their access to the Street.
(4) The street closure may increase loitering and panhandling in the area.
(5) The civil rights of over 200 residents would be violated because access to their property will be impeded during the street closure hours.
(6) The street closure would negatively affect Financial District traffic which is already gridlocked due to the destruction of the Embarcadero Freeway.

Ms. How suggested that a compromise be reached whereby the restaurant tables and chairs will be placed on sidewalks instead of in the street. In addition, she suggested that the hours of operation be 12 noon to 1:30 p.m.

*

The Bureau Chief addressed the members on the matter. He stated that two public hearings have been held concerning the closure. At those hearings, there was substantial support and little opposition for closure of Commercial Street. He indicated that opinions were sought from both the Fire and Police Departments concerning public safety and access to the Street during the closure. There was no expression of opposition to the closure. The Bureau Chief stated that final approvals are pending on the street closure and he opined that the six-month period should begin after the onset of the closure.

Commissioner Quaranta inquired about the fees that are involved in the closure. The Bureau Chief reported that fees are required from the Department of Public Health and Department of Public Works.

Commissioner Chin inquired about the closure hours. The Bureau Chief reported that the closure is scheduled to occur from 11:00 a.m. to 3:00 p.m. Monday through Friday. Commissioner Chin asked if a lane will be retained during the closure for emergency purposes. The Bureau Chief stated that Commercial Street is not wide enough for a separate emergency lane. He noted, however, that there will be a movable security gate and a security guard will be in charge of the street closure.

UNFINISHED BUSINESS

Resolution Approving 1992-93 Budget and Departmental Priorities

For discussion purposes Commissioner Quaranta moved to approve the 1992-93 Budget and Departmental Priorities. Commissioner Chin seconded the motion.

Staff Report

The Executive Director gave a brief overview of the matters discussed at the February 4, 1992 Commission meeting concerning the Fiscal Year 1992-93 Budget. She reported on the Mayor's request to reduce the General Fund and the Road Fund expenditures by ten percent. The Chair informed the members that he has met with the Finance Director, Executive Director and Bureau Chief regarding the Budget and has reviewed the document thoroughly. He requested that the Finance Director brief the members on the recent modifications that have been effected.

The Finance Director reported as follows:

Road Fund 10 Percent Reduction Summary

The Finance Director described the source and primary function of the Road Fund and the effect of the 10 percent reduction in the Fund on the Department. She stated that the reduction requires the elimination of six positions (three of which are Proposition A retirements).

*

The Chair inquired about the effect of losing traffic engineers, technicians and interns. The Finance Director replied that the reduction in staff will result in delays in work assignments.

Commissioner Chin questioned if allocating 10 percent of the Road Fund for street cleaning translates into trading off safety issues for aesthetic purposes. The Executive Director assured the Commissioner that public safety will not be impacted because of the reduction.

*

The Commissioners made no recommended changes to this portion of the budget.

Overview of Project Funding

The Finance Director reported that the Department has prepared a Supplemental Appropriation Request for the current fiscal year and

a Budget Change Proposal for Fiscal Year 1992-93. These requests petition for three additional traffic engineering positions to be added to the annual budget position count. The positions will be paid from project funding.

*

The Chair inquired about the departments that would approve the requisitions. The Finance Director replied that the Mayor's Office, the Controller's Office and the Civil Service Commission would approve the requisitions.

*

The Commissioners made no recommended changes to this portion of the budget.

Revenue Estimates

The Finance Director summarized information on the revenue generated for the City by the Department of Parking and Traffic. She noted that at the Mayor's request, the Department will assist in the preparation of revenue estimates for traffic fine revenues.

The Executive Director informed the members that parking citation revenue projections for Fiscal Year 1992-93 will occur after March 31, 1992 when three-fourths of the revenue figures have been determined.

*

The Chair questioned staff concerning the adjustment in the number of Residential Parking Permits from 80,000 to 70,000. The Finance Director replied that the number of residential permits has not been reduced. She explained that the 80,000 figure was provided by the Tax Collector's Office last year. Those figures included temporary permits along with the residential parking permits. This year, the Department has broken down those figures.

Commissioner Chin questioned staff regarding garage and parking lot revenues. He asked why no revenue was listed for the California/Steiner and Polk-Bush Garages. The Finance Director replied that the California/Steiner lot was converted to a metered lot, therefore the revenue for that lot would be listed in the Meter category. The Polk-Bush Garage is scheduled for operation in January, 1993; therefore, no revenue is listed for Fiscal Year 1991-92 and the first six months of Fiscal Year 1992-93.

The Chair questioned staff concerning meter revenue projections. The Executive Director reported that the Department is projecting the same amount of meter revenue for Fiscal Year 1992-93 as in

the same amount of meter revenue for Fiscal Year 1992-93 as in Fiscal Year 1991-92. The Finance Director noted that the Fiscal Year 1991-92 meter revenue is 11 percent above Fiscal Year 1990-91.

The Chair complimented staff on the budget report and stated that it provided a good illustration of the various funding sources.

*

The Commissioners made no recommended changes to this portion of the budget.

Temporary Street Closure and Curb Painting Fee Analysis

The Finance Office reported on the Mayor's Office request to analyze existing fees to determine if the fees are paying for the cost of administrating programs. She stated that the temporary street closure and curb painting fees were analyzed and increases are recommended for both programs. The Residential Parking Permit fees were increased last year; therefore, the fees were not analyzed.

*

Commissioner Chin questioned if the fee increases would impact the 10 percent budget reduction. The Finance Director stated that the proposed fee increases are a separate proposal and will not impact the 10 percent budget reduction.

The Chair inquired about the funds to which the temporary street closing and curb painting fees would be deposited. The Finance Director reported that temporary street closing fees are deposited into the General Fund and curb painting fees are deposited into a special fund to pay for the cost of the program.

The Chair recommended that the Department analyze the fee programs each year.

Commissioner Chin questioned whether a separate vote was required to approve these fee increases. The Director replied that if the Commissione approved of the fee increases, a vote on the budget was sufficient to indicate approval.

*

The Commissioners made no recommended changes to this portion of the budget.

Line Items

The Finance Director described two budget change proposals -- (1) purchasing 70 additional boots, and (2) adding two additional

employees to perform project recovery duties. She took questions from the members concerning line items.

*

The Chair observed that Renee Faison has been serving as Acting Commission Secretary to the Commission for two and a half years. He suggested that her title be changed to Commission Secretary. He acknowledged that in this budget year, a change may be difficult but indicated that a failure to institute change would be unfair to the Ms. Faison. The Commissioners agreed that Ms. Faison should be made Commission Secretary.

Executive Director reported that a budget change proposal would be required for a Commission position. She stated that a change proposal could be prepared but indicated that it is not likely to be approved by the Mayor's Office or the Board of Supervisors because of the budget deficit. She noted that the Renee Faison also functions as the Confidential Secretary to the Executive Director and indicated that if a change proposal were approved, an additional staff person would have to be requested for the Department.

On motion of Commissioner Singh, seconded by Commissioner Chin, it was recommended that a budget change proposal be included for the Commission Secretary position.

VOTE: *AYES* - Members Chin, Grosboll, Quaranta and Singh
NOES - None
EXCUSED - Member Melara

*

The Chair inquired about the new positions to be added to the Department. The Finance Director reported that there is a substitution of a position in the Residential Parking Permit Program and three new engineering positions that will be funded through project funding.

Commissioner Singh inquired about the current number of cashiers in the Residential Parking Program Office. The Finance Director reported that there is currently one Cashier I, and one entry level cashier (1630 Accounting Clerk). She explained that originally the Department had access to the Tax Collector's Office cashiering operating function. Since the program was transferred to a new location, the Department has lost the ability to use the Tax Collector's Office cashiering function.

Commissioner Singh inquired about the amount of the money collected by the Residential Parking Permit Program. The Finance Director reported that the Program currently collects approximately $2 million per year. She noted that within the next year, as much a $4 million a year is expected to be collected.

Commissioner Singh inquired about the amount of funds that are collected daily by the Program. The Finance Director reported that the daily amount of funds collected ranges from approximately $5,000 to $10,000 per day.

The Chair inquired about the line item for Parking Control Officers. The Finance Director responded that the line item includes the low request which is a 10 percent reduction without conditions for base line reductions and the high request which is the 10 percent reduction with approximately $377,000 added in base line adjustments. She stated that with the low request, approximately 42 Parking Control Officer positions will have to be eradicated and with the high request approximately 35 Parking Control Officer positions will have to be eradicated. The Executive Director explained that there are currently Parking Control Officers on staff which have been hired on a temporary basis. If the 10 percent reduction in budget occurs, these employees will be terminated.

The Chair asked if there are other positions that will be terminated under the proposed budget. The Finance Director replied that there are three positions in the Road Fund. The Executive Director replied that one of the individuals could take advantage of early retirement; the two other cannot. She noted that long-term employees will have bumping rights to the same positions in other City departments.

Commissioner Singh inquired about terminations in the Department. The Executive Director stated that two Parking Control Officers have recently been terminated. The Personnel Director reported that there has been a number of termination actions in the past. She stated that the two most recent terminations were both due to the revocation of drivers licenses. She explained that having a valid California drivers license is a requirement of Parking Control Officer positions.

Commissioner Chin inquired about circumstances involving automatic resignation. The Personnel Director replied that automatic resignation applies to individuals who are absent without leave for a specific number of days.

Commissioner Singh questioned staff concerning the number of days an employee may be absent before resignation is enacted. The Personnel Director replied that the current Civil Service Commission rule indicates employees who are absent without leave in excess of five working days constitutes abandonment of position.

She noted, however, that the Department makes decisions based on the circumstances.

Commissioner Singh asked if there is an appeal process if an employee is terminated. The Personnel Director replied that there is an appeal process, however, many employees choose not to appeal the decision.

Commissioner Singh asked who in the Department authorizes overtime. The Personnel Director replied that the assigned supervisor approves employees overtime requests. She explained that the Department has a policy with regard to both the use of overtime and accumulation of overtime in terms of those who are eligible for payment for overtime and those who are eligible for compensatory time. She noted that all such overtime must be approved in advance by the assigned supervisor.

The Chair suggested that the "transit first" policies be included in the 1992-93 Budget Priorities as suggested by Norman Rolfe of San Francisco Tomorrow at the February 4, 1992 Commission meeting. The Executive Director reported that the Mayor's Office has instructed the departments to inventory current Departmental functions in a priority list. She stated that the Mayor's Office may effect eliminations based on the listing of priorities. She indicated that the priority listing will not exclude the Department from conducting other functions in the coming year, such as those listed in the "transit first" policy.

The members discussed the voting on the high and low budget submittals. Commissioner Chin voiced his opposition to both the high and low budget submittals. He indicated that a 10 percent reduction may save the City $1.2 million, however, it will cost the City approximately $8 million to $12 million in potential revenue earned. He stated that once revenue figures are available on March 31, 1992, there may be an additional $2 million to $4 million that will be foregone in revenue due to the high and low budget reductions. He suggested that the Department submit a 100 percent budget to the Mayor's Office along with the requested high and low budget submittals.

The Commissioners discussed the matter of the additional budget submittal. After discussion on the matter, Commissioner Quaranta modified his motion. He moved that a third budget submittal be presented to the Mayor indicating no layoffs of Parking Control Officers. Commissioner Chin seconded the modified motion.

VOTE: *AYES* - Members Chin, Grosboll, Quaranta and Singh
NOES - None
EXCUSED - Member Melara

The Chair acknowledged and thanked the members of the staff that assisted in the budget preparation. He thanked Kathryn Hile, Rina Cutler, Tim Johnson, Jocelyn Kane, Ed Walsh, Michael Lum, Maryellen Horgan, Paul Deloria, Jeff Tom, Zenovier Torres, Kevin Gin, Renee Faison, and Nancy Klapp. He also thanked Alice Villagomez for attending the budget meetings and answer Commission inquiries.

NEW BUSINESS

Transfer of Surplus Off Street Parking Funds to the General Fund

Executive Director briefed the members on the Mayor's Office request to transfer $4 million in surplus funds from the Off Street Parking Fund to the General Fund in order to address the Fiscal Year 1991-92 budget deficit. She reported on the Off Street Parking Fund noting that it was established to build neighborhood garage facilities. She stated that the Police Department, Fire Department, Health Department, Social Services Department and MUNI will be required to cut expenditures from the General Fund. She recommended approval of the transfer and opined that the Department will not be negatively impacted by the transfer in this fiscal year, although it may have an impact in the future.

The Chair asked if the Department has received formal opposition to the transfer of funds and if the District Council of Merchants has been noticed on the matter. The Executive Director replied that no opposition has been received on the transfer request and indicated that the District Council of Merchants has been noticed on the matter by the Mayor's Office.

Commissioner Quaranta moved to transfer surplus Off Street Parking funds to the General Fund. Commissioner Singh seconded the motion.

The Chair asked how the amount of surplus to be transferred was determined. The Executive Director responded that the Mayor's Office determined the amount.

The Chair remarked that four years ago there was picketing that took place over the transfer of funds. He stated that the Commission considers this to be a major step. He noted for the record that there was no objection to the matter. He requested that the staff prepare a written short summary on the issue indicating the amount of funds that remain uncommitted.

The Chair inquired about the transfers' affect on the building of the San Francisco General Hospital Garage. The Bureau Chief opined that the transfer will not directly affect the Hospital Garage unless the financing plan to increase meter fees in the Metropolitan District which the Commission has approve does not go forward.

Commissioner Chin remarked that if the Commission and the Department plans to aggressively request a 100 percent budget, it is fair to give the $4 million from the Off Street Fund.

VOTE: *AYES* - Members Chin, Grosboll, Quaranta and Singh
NOES - None
EXCUSED - Member Melara

ADJOURNMENT

The meeting adjourned at 3:45 p.m.

Respectfully submitted,

Renee Faison
Acting Commission Secretary

PARKING AND TRAFFIC COMMISSION

OF THE CITY AND COUNTY OF SAN FRANCISCO

25 VAN NESS AVENUE, SUITE 880
SAN FRANCISCO, CALIFORNIA 94102
554-PARK

FRANK JORDAN, Mayor
RINA CUTLER, Executive Director

NOTICE

REGULAR MEETING OF THE PARKING AND TRAFFIC COMMISSION
SPECIAL MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

Tuesday, March 3, 1992
1:30 p.m.

Room 282, City Hall
San Francisco, California

AGENDA

REGULAR MEETING OF THE PARKING AND TRAFFIC COMMISSION

1. ROLL CALL

2. ADOPTION OF MINUTES

   Regular Meeting of the Parking and Traffic Commission held on February 18, 1992

3. DIRECTOR'S REPORT

4. CITY ATTORNEY'S REPORT

5. COMMISSIONERS' QUESTIONS AND MATTERS

6. PUBLIC COMMENT

   The public may address the Parking and Traffic Commission on any matter within the jurisdiction of the Commission. This should not relate to any item on this agenda since public comment will be taken as each agenda item is discussed. The Chair requests that each person addressing the Commission limit herself/himself to five minutes.

7. UNFINISHED BUSINESS

   a. Review of Bicycle Transportation Projects
   b. Resolution Approving Supplemental Appropriation for Traffic Engineering Positions

8. ADJOURNMENT

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RECONVENE

SPECIAL MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

1. ROLL CALL

(continued on back of page)

2. *ADOPTION OF MINUTES*

Special Meeting of the San Francisco Parking Authority held on January 21, 1992

3. *PUBLIC COMMENT*

4. *NEW BUSINESS*

a. Resolution Approving Architectural Contract with Tai and Associates for Design Services at the Vallejo/Churchill Garage

5. *ADJOURNMENT*

PARKING AND TRAFFIC COMMISSION

25 VAN NESS AVENUE, SUITE 880
SAN FRANCISCO, CALIFORNIA 94102
554-PARK

OF THE CITY AND COUNTY OF SAN FRANCISCO

FRANK JORDAN, Mayor
RINA CUTLER, Executive Director

MEETING REPORT

REGULAR MEETING OF THE PARKING AND TRAFFIC COMMISSION

Tuesday, March 3, 1992
1:30 p.m.
City Hall, Room 282
San Francisco, California 94102

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SAN FRANCISCO

PRESENT:

Commissioners: Dick Grosboll, Chair
Darshan Singh

Staff: Tim Johnson, Bureau Chief
Kevin Hagerty, Director of the San Francisco Parking Authority
Julian Hultgren, Deputy City Attorney
Renee Faison, Acting Commission Secretary

Guests: Russ Presting, S.E. Onorato Garages
Alice Villagomez, Personnel Director, DPT
Jocelyn Kane, Dept. of Parking & Traffic
Gordon Chester, DPT, Traffic Engineering
Virginia Conway, Resident of San Francisco

EXCUSED:

Commissioners: Arnold Chin
Sonia Melara
Angelo Quaranta, Vice Chair

Staff: Rina Cutler, Executive Director

The Chair called the meeting to order at 1:44 p.m.

ROLL CALL

The roll call indicated Quorum was not present.

The City Attorney informed the Chair that business could not be conducted without a Quorum present and recommended continuance of agenda items. The Chair and Commissioner Singh acknowledged the City Attorney's counsel.

The Chair remarked that prior to calling the meeting to order, he had canvassed the participants and guests at the meeting to determine preference regarding discussion of items without a Quorum. He stated that the unanimous decision was to continue discussion of agenda items.

The Chair canceled the Commission meeting and apologized to those persons present. He commented that all March 3, 1992 agenda items will be continued for discussion at the March 17, 1992 meeting of the Commission.

ADJOURNMENT

The meeting adjourned at 1:46 p.m.

Respectfully submitted,

Renee Faison
Acting Commission Secretary

PARKING AND TRAFFIC COMMISSION
OF THE CITY AND COUNTY OF SAN FRANCISCO

25 VAN NESS AVENUE, SUITE 880
SAN FRANCISCO, CALIFORNIA 94102
554-PARK

FRANK JORDAN, Mayor
RINA CUTLER, Executive Director

NOTICE

REGULAR MEETING OF THE PARKING AND TRAFFIC COMMISSION
SPECIAL MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

Tuesday, March 17, 1992
1:30 p.m.

Room 282, City Hall
San Francisco, California

AGENDA

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PUBLIC LIBRARY

REGULAR MEETING OF THE PARKING AND TRAFFIC COMMISSION

1. ROLL CALL

2. ADOPTION OF MINUTES

   Regular Meetings of the Parking and Traffic Commission held on February 18, 1992 and March 3, 1992

3. DIRECTOR'S REPORT

4. CITY ATTORNEY'S REPORT

5. COMMISSIONERS' QUESTIONS AND MATTERS

6. PUBLIC COMMENT

   The public may address the Parking and Traffic Commission on any matter within the jurisdiction of the Commission. This should not relate to any item on this agenda since public comment will be taken as each agenda item is discussed. The Chair requests that each person addressing the Commission limit herself/himself to five minutes.

7. UNFINISHED BUSINESS

   a. Review of Bicycle Transportation Projects
   b. Resolution Approving Supplemental Appropriation for Traffic Engineering Positions

8. NEW BUSINESS

   a. Resolution Approving Fifth and Mission Garage Expansion Project and Related Financing Plan
   b. Resolution Commending Department of Parking and Traffic Employees Upon Retirement

(Continued on Back of Page)

9. *ADJOURNMENT*

RECONVENE

SPECIAL MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

1. *ROLL CALL*

2. *ADOPTION OF MINUTES*

   Special Meeting of the San Francisco Parking Authority held on January 21, 1992

3. *PUBLIC COMMENT*

4. *NEW BUSINESS*

   a. Resolution Approving Architectural Contract with Tai and Associates for Design Services at the Vallejo/Churchill Garage

5. *ADJOURNMENT*

PARKING AND TRAFFIC COMMISSION

25 VAN NESS AVENUE, SUITE 880
SAN FRANCISCO, CALIFORNIA 94102
554-PARK

OF THE CITY AND COUNTY OF SAN FRANCISCO

FRANK JORDAN, Mayor
RINA CUTLER, Executive Director

MEETING REPORT

REGULAR MEETING OF THE PARKING AND TRAFFIC COMMISSION
SPECIAL MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

DOCUMENTS DEPT.

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Tuesday, March 17, 1992
1:30 p.m.
City Hall, Room 282
San Francisco, California 94102

PRESENT:

Commissioners: Dick Grosboll, Chair
Angelo Quaranta, Vice Chair
Arnold Chin
Sonia Melara
Darshan Singh

Staff: Rina Cutler, Executive Director
Tim Johnson, Bureau Chief
Kevin Hagerty, Director of the San Francisco Parking Authority
Julian Hultgren, Deputy City Attorney
Renee Faison, Acting Commission Secretary

Guests: Richard Guynn, Sutter-Stockton Garage
G.F. Kelleher, S.E. Onorato Garages
Russ Presting, S.E. Onorato Garages
David Pilpel, Resident of San Francisco
Virginia Conway, Resident of San Francisco
Michael Fowler, Tai Associates
Dick Dole, Ellis-O'Farrell & Japan Center Garages
Herm Zellus, Financial Advisor
Marilyn Smulyan, Bicycle Advisory Comm.
Gordon Chester, Traffic Engineering Div.
Alice Villagomez, Parking & Traffic Dept.
Piero Patri, Whisler-Patri Architects
Gary Samonsky, Whisler-Patri Architects
Marie Zeller, Whisler-Patri Architects
Paul Newman, Downtown Parking Corporation
Gene Valla, The Lurie Company
Adrian Weil, Orrick Herrington

Mark Wagner, Wilber Smith
Philip Sowers, Bureau of Architecture
Michael Fowler, Tai Associates

The Chair called the meeting to order at 1:35 p.m.

ROLL CALL

The roll call indicated Quorum present.

ADOPTION OF MINUTES

March 3, 1992 Meeting

On motion of Commissioner Singh, seconded by Commissioner Quaranta, the Minutes of the March 3, 1992 meeting of the Commission were approved as drafted.

VOTE: *AYES* - Members Chin, Grosboll, Melara, Quaranta and Singh
NOES - None

February 18, 1992 Meeting

On motion of Commissioner Chin, seconded by Commissioner Singh, the Minutes of the February 18, 1992 meeting of the Commission were approved with two changes requested by the Chair. The changes are:

Bottom of Page 5, "The Chair noted that the street closure matter had received a thorough review by the Commission on two occasions. He indicated to Ms. How that the Departmental decision on the matter will be final and that the Commission will not be reconsidering the matter."

Second Paragraph on Page 9, "The Chair instructed the Executive Director to change Renee Faison's title to Confidential Secretary/Commission Secretary. The Chair noted that the title change should occur whether or not an upgrade is approved for Ms. Faison as a part of the budget process. The Commissioner members agreed."

VOTE: *AYES* - Members Chin, Grosboll, Melara, Quaranta and Singh.
NOES - None

DIRECTOR'S REPORT

Annual Statement of Economic Interests

The Executive Director urged the Commission to complete the City government's Annual Statement of Economic Interest prior to the April 1, 1992 due date. She noted that penalties will be applied for late submittal.

Personnel Announcements

The Executive Director made the following announcements relating to Departmental personnel:

> Norman Bray, the Department's City Traffic Engineer, will be retiring from the Department on March 27, 1992. Bond Yee has been named Acting City Traffic Engineer. Mr. Yee has previously served as an engineer within the Department.
>
> Ben Beckman has been named the Director of Operations of the Department of Parking and Traffic and will oversee the Traffic Signals, Signs, Meters and Curb Painting Divisions. Mr. Beckman previously served as the Department's supervisor for the Meter and Machine Shop.

CITY ATTORNEY'S REPORT

The City Attorney had nothing to report.

COMMISSIONER'S QUESTIONS AND MATTERS

Commissioner Melara remarked that the San Francisco Unified School District has contacted her regarding the lack of enforcement in the School's parking area. The Commissioner requested that the Executive Director investigate the matter. The Executive Director acknowledged the Commissioner's request.

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The Chair apologized for the cancellation of the March 3, 1992 Commission meeting.

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The Chair reported that the Vice Chair, the Executive Director, the Bureau Chief and himself recently met to identify forthcoming agenda items. Among those matters identified are the following:

- Status report on meters placement within last year. Projections for meter placement in the coming year.

- Possible increase in nickel and dime meter rates.

- Sunday enforcement of meters.

- Status report on the Residential Permit Parking Program.

- Final public hearing on Enforcement Division priorities.

- Reducing and eliminating monthly parking.

- Public Hearing on Proposition F priorities. (To be scheduled annually.)

*

The Chair read proposed resolutions commending Sonia Melara and Angelo Quaranta for their leadership as officers of the Commission. He noted that Commissioner Melara was elected Chair of the Commission on January 1, 1991 and served in that capacity through December 31, 1991. Commissioner Quaranta was elected the first Vice Chair of the Parking and Traffic Commission on August 29, 1989 and continues to serve in that capacity.

On motion of Commissioner Melara, seconded by Commissioner Singh, **Resolution No. 92-73** commending Commissioner Angelo Quaranta for his leadership as Vice Chair of the San Francisco Parking and Traffic Commission was approved.

VOTE: *AYES* - Members Chin, Grosboll, Melara, and Singh.
NOES - None

On motion of Commissioner Quaranta, seconded by Commissioner Chin, **Resolution 92-74** commending the Commissioner Melara for leadership as Chair of the Parking and Traffic Commission during 1991 was approved.

VOTE: *AYES* - Members Chin, Grosboll, Quaranta, and Singh.
NOES - None

Commissioners Melara and Quaranta expressed their appreciation and gratitude for the resolutions.

PUBLIC COMMENTS

David Pilpel, a resident of San Francisco, addressed the Commission regarding the following matters:

(1) A Departmental annual report - Mr. Pilpel asked if the Department has prepared an annual report for submittal to the Mayor as specified in Section 3.500(e) of the Charter. The Executive Director responded that the annual report is in the process of being prepared.

(2) Executive Director approval of non-civil service appointments and removals of personnel - Mr. Pilpel questioned if these actions can be carried out without Commission approval. He stated that Section 3.501 of the Charter provides that "non-civil service appointments and any temporary appointments in any department or subdivision thereof, and all removals therefrom shall be made by the Department head ...on written approval of...(the) commission in charge..." The City Attorney informed Mr. Pilpel that the City Attorney's Office has rendered an opinion on the matter. That opinion specifies that Commission-approval is not necessary for appointments and removals of **all** non-civil service appointments. The City Attorney will furnish the Executive Director with a copy of that opinion. Mr. Pilpel noted his interest in receiving a copy of the document.

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Virginia Conway remarked that the California-Steiner Parking Lot is a magnificent open space parking lot. She suggested that more parking lots be designed in that manner.

*

Commissioner Chin requested the calendaring of discussion regarding future neighborhood Commission meetings for the April 7, 1992 Commission meeting.

UNFINISHED BUSINESS

Review of Bicycle Transportation Projects

At its December 3, 1991 meeting, the Commission requested the re-calendaring of discussion of bicycle transportation projects. Gordon Chester, of the Traffic Engineering Division, and Marilyn Smulyan, of the San Francisco Bicycle Advisory Committee, provided a status report on the projects.

Mr. Chester reported that requests are currently being processed for installation of bicycle racks at 20 locations. Those locations include the San Francisco General Hospital, various branch libraries and stores. The Sheet Metal Shop of the Department of Public Works is assigned to install the racks. Mr. Chester noted that this assignment is not a top priority of the Metal Shop, therefore, delays occur.

The Chair asked to be provided with a listing of the locations for rack installation. Mr. Chester acknowledged the Commissioner's request.

The Bureau Chief reported that the Bicycle Advisory Committee will be assisting in site visits to City-owned parking garages to determine the placement of bicycle racks within the garages.

Commissioner Chin inquired about the fabrication of the bicycle racks. Mr. Chester replied that the bicycle racks are fabricated by a commercial manufacturer. The racks in current use have been found to be defective. The Bicycle Advisory Committee is examining two alternate designs that will also be fabricated commercially.

Mr. Chester described a bicycle lane project that is currently being conducted on California Street (between Presidio Avenue and Gough Street) and on Arquello Boulevard (between Fulton and California Streets). The traffic strips on those streets are being changed to narrow left lanes and widened right lanes. The traffic stripping is being conducted by the Department's traffic line marking crews. Funds for this project are made available from Proposition 116, the Rail Bond Issue, which makes $20 million available Statewide for bicycle projects.

The Chair inquired about the decisionmaking process for selecting streets for this project. Mr. Chester replied that streets used for this project must be identified as being geometrically suitable for alteration.

Mr. Chester described a number of projects in which the Bicycle Advisory Committee is involved including bicycle lane signing and bicycle map production.

The Chair suggested a quarterly review of the bicycle transportation projects by the Commission. He opined that the Commission should have input into establishing bicycle priorities. He requested that the matter be placed on the agenda for discussion at the second Commission meeting in June, 1992.

The Chair reported on issues raised by Tony Kilroy following the December, 1991 hearing on bicycle projects:

- to adopt standards, criteria and priorities for providing, locating and funding safe bicycle parking facilities.
- to require that all private and public garages include information in their advertisements indicating that safe bicycle parking is available.
- to maintain a listing of bicycle parking facilities.
- to survey bicyclists to determine uses and need.
- to request that Municipal Railway, the Metropolitan Transportation Commission and BART identify bike routes on the transit maps and publications.

The Bureau stated that many of Mr. Kilroy's issues are being addressed by staff.

*

Marilyn Smulyan, chairperson of the Bicycle Advisory Committee addressed the Commission regarding the bicycle projects. She reported that $100,000 is available from last year's TDA application for purchase and installation of bicycle racks. She stated that Bicycle Advisory Committee is developing a list of recommended priorities for bicycle racks in City garages, public buildings and recreation centers. She reported that her Committee is investigating the possibility of fabricating bicycle racks.

Ms. Smulyan thanked the Department's Bureau Chief for his help on securing funding for the bicycle program.

The Chair asked if the Bicycle Advisory Committee has addressed the issue of placement of bicycle racks within Citywide garages. Ms. Smulyan responded that her Committee is planning to tour City garages beginning on March 20, 1992.

The Chair asked if the Bicycle Advisory Committee has addressed the issue of promoting the use of bicycles by City employees. Ms. Smulyan replied that the matter is planned for review in 1993. She indicated that her Committee will attempt to identify different jobs within the City which could be potentially appropriate for the use of bicycles. She stated some Parking Control Officer and PG&E employee positions might be suitable for bicycle use.

Commissioner Chin asked if bicycle lockers are being considered by the Advisory Committee. Ms. Smulyan replied that bicycle lockers have not been considered because of the cost involved.

The Chair thanked Mr. Chester and Ms. Smulyan for their reports.

Resolution No. 92-70 Approving Supplemental Appropriation for Traffic Engineering Positions

The Bureau Chief briefed the members on Resolution No. 92-70.

Commissioner Sonia Melara moved to approve the Resolution No. 92-70. Commissioner Chin seconded the motion.

Public Comment

David Pilpel inquired about the 5504 Project Manager II position. He has why that position was not classified as a 5232 Senior Traffic Engineer. The Personnel Director responded that the 5504 Project Manager II offered increased flexibility of recruitment within disciplines and activities of the various operations.

Mr. Pilpel asked if a Civil Service list is necessary for the classification. The Personnel Director replied that this position does not require a Civil Service eligible list.

Commissioner Singh asked if a Civil Service list is available of Project Manager employees. The Bureau Chief replied that a list is available and could be provided for the Commissioner.

The Chair called for a vote on the matter.

VOTE: *AYES* - Members Chin, Grosboll, Melara, Quaranta and Singh
NOES - None
EXCUSED -

NEW BUSINESS

Resolution No. 92-71 Approving the Fifth and Mission Seismic Upgrade and Expansion Project, Related Financing Plan and Recommending that the Board of Supervisors Approve a New Lease with the City of San Francisco Downtown Parking Corporation and Approving a New Agreement Among the City and County of San Francisco, the City of San Francisco Downtown Parking Corporation, and the Parking Authority of the City and County of San Francisco

The Executive Director opened the discussion stating her strong support for this project which has been languishing for ten years. She recommended that the Commission approve the Resolution today.

The Director of the Parking Authority provided the members with background on the Fifth and Mission Garage. He reported that the expansion is needed to accommodate future transient parking demands

associated with the City's retail business district and the planned Yerba Buena project.

The expansion will add 840 parking spaces and two floors to the facility. The project will result in a redesign of Fourth Street building facade and an upgrading of the Mission Street and Fifth Street facades. If approved, the project would begin in January, 1993 with 12-month construction period.

The Director introduced the architectural team of the project:
Piero Patri, principal of the architect of the firm of Whisler-Patri,
Marie Zeller, the project planner, and
Gary Samonsky, the project architect.

Piero Patri offered a brief description of the project.

Gary Samonsky described the redesign and improvements that a proposed for Garage. They include two new levels, improvements to the ramps, new facades on the building, upgrade of the main lobby, new rest rooms, new offices, new graphics on the outside of the facility, new signage, replacement of existing elevators, improvements to the floor surfaces, lighting and ceilings.
Mr. Samonsky presented sketches to the members to illustrate the planned design.

Commissioner Chin inquired about a pedestrian walkways for the project. Mr. Patri replied that the pedestrian walkways are included in the sketches for the Garage. He noted, however, that the walkways are not a part of the expansion because of budgetary reasons. He stated that the cost for the walkways would have to be borne by the Pacific Center and Emporium stores which would be connected to the Garage. Commissioner Chin commented on his support for pedestrian walkways.

Commissioner Chin asked if the architects have considered a pedestrian walkway to connect the Yerba Buena Center to the Garage. Marie Zeller indicated that discussion regarding the matter have been conducted with the Redevelopment Agency. A final decision has not been reached.

The Director of the Parking Authority reported that the cost of the project is anticipated to be $20,739,000. He stated that the Department is proposing that the project be funded from the sell of a $16,000,000 Downtown parking Corporation Revenue Bond, $3,000,000 from the Fifth and Mission Surplus Revenue Fund, $1,200,000 contribution from the Sutter-Stockton Surplus Revenue Fund and $539,000 from interest earned on accounts during construction. There will be no financial obligation on the part of the City. As

part of the financing plan, parking rates would be raised at the completion of the project.

The Director introduced Herm Zellus, the financial advisor the for the Downtown Parking Corporation, who briefed the members on the financing plan.

Director introduced Paul Newman, the attorney for the nonprofit corporation, Gene Valla, Secretary/Treasurer of the Downtown Parking Corporation, Adrian Weil, Bond Counsel with the law firm of Orrick Herrington, Mark Wagner, from Wilber Smith who prepared the demand study, and Jerry Kelleher, the current operator of the facility.

The Chair questioned Mark Wagner concerning the demand for additional spaces. Mr. Wagner reported that the Yerba Buena Center Environmental Impact Study indicates that there will be a deficient 4,000 spaces when the Center project is completed. He stated that the increased demand also occurs when special events are held at the convention and shopping centers in the area.

The Chair requested documentation to support the demand for additional parking spaces.

The Chair questioned Gene Valla, Vice President of Lurie Company, regarding the demand for parking spaces. Mr. Valla reported that there has been several studies both pre- and post-Moscone Center and pre- and post-1989 Earthquake. He reported that the demand numbers vary; however, he opined that the supply will never equal the demand.

Paul Newman remarked that the operator of the Garage has turned away potential patrons during 80 to 90 days in the past year because the Garage was filled to capacity.

Commissioner Singh questioned Mr. Wagner concerning the current demand for parking. Mr. Wagner replied that the demands vary from day to day and depend upon events that are occurring in the area.

Commissioner Singh asked if there was a breakdown of actual numbers regarding the future parking demand. Mr. Wagner replied that there would be 5,000 additional spaces demanded after the completion of the Yerba Buena Center and 823 spaces after the completion of the Pacific Center project.

Commissioner Melara asked if the completion of the Yerba Buena project will correspond with the completion of the Garage expansion. Marie Zeller replied that the completion of the Garage will correspond with the completion of the projects in the area.

The Chair called for a motion.

Commissioner Quaranta moved to approve Resolution No. 92-70. Commissioner Melara seconded the motion.

*

Commissioner Chin asked if the art work could be placed in front of the Garage instead of on the side of the building. Marie Zeller replied that the architectural team is considering placing the art work on the front of the building. Mr. Patri added that the art work could possibly be moved without any additional cost.

Public testimony

David Pilpel questioned the Commission concerning the project as follows:

- Would the $1.2 million from the Uptown Corporation go to the General Fund if it were not used for the expansion of the Garage? The Director of the Parking Authority replied that the revenue would not go to the General Fund. He explained that under the current lease agreement, the Uptown Parking Corporation can maintain up to $2 million in a surplus fund.

- Mr. Pilpel requested a copy of that Negative Declaration which is referred to in the Resolution.

- What will be the impact on the Garage during construction? The Director replied that the Garage will remain in operation with portions of the Garage closed as necessary. He noted that the projections for the loss of revenue are listed in the performance statement.

- Will the architects come back for further approvals on the design of the Garage ? The Executive Director replied that the architects will return for approvals.

- Who has authority to approve the placement of the art work. The Executive Director replied that the Art Commission has the authority to approve the art work.

- Has City Planning approved the design? The Director of the Parking Authority replied that the design has received City Planning approvals at the staff level. Approvals by the Planning Commission are scheduled within the next two months.

- Will the contract require Board of Supervisors' approval? The Director of the Parking Authority replied the Board of Supervisors will be required to approve the contract.

*

The Executive Director was excused from the meeting at 3:50 p.m.

*

The Chair remarked that he would like the issue of monthly parking addressed at the next meeting of the Commission. He also stated that he would like to review the issue of raising garage rates sooner than 1994.

The Chair called for a vote on the matter.

VOTE: *AYES* - Members Chin, Grosboll, Melara, Quaranta and Singh
NOES - None

Resolution No.92-75 Approving the Conceptual Design for the Fifth-Mission Garage Seismic Upgrade and Expansion Project

The Director of the Parking Authority briefed the members on the Resolution.

On motion of Commissioner Singh, seconded by Commissioner Melara, Resolution No. 92-75 was approved as drafted.

VOTE: *AYES* - Members Chin, Grosboll, Melara, Quaranta and Singh
NOES - None

*

The Chair called for a short break at 3:52 p.m. The meeting reconvened at 3:56 p.m.

Resolution No. 92-72 Commending Department of Parking and Traffic Commission Employees Upon Retirement

On motion of Commissioner Chin, seconded by Commissioner Singh, Resolution 92-72 was approved.

The Chair noted resolutions have been planned for the following persons:

Mike Aw
Chander Bhanot
Norman Bray
Warren Chatmon
Gordon Chester
John Connors
1Marie Doleman
Jack Fontaine
Ernest Gonzales
Gorden Hanson
Ernest Kondo
Tucky Kung
Barbard Milburn
Philip Mueller
Lee Poteet
Bienvendido Rivers
Gilbert Sams
Howard Woo

ADJOURNMENT

The meeting adjourned 3:59 p.m.

RECONVENE

SPECIAL MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

The Chair called the meeting to order at 4:00 p.m.

ROLL CALL

The roll call indicated Quorum present.

ADOPTION OF MINUTES

On motion of Commissioner Melara, seconded by Commissioner Chin, the Minutes of the January 21, 1992 Special Meeting of the San Francisco Parking Authority were approved as drafted.

VOTE:	*AYES* -	Members Chin, Grosboll, Melara, Quaranta and Singh
	NOES -	None

PUBLIC COMMENTS

There were no public comments.

NEW BUSINESS

Resolution No. 92-1174 Approving Architectural Contract with Tai and Associates for Design Services at the Vallejo/Churchill Garage

The Director of the Parking Authority briefed the members on Resolution No. 92-1174. He stated that in 1991, the City's Bureau of Architecture, acting on behalf of the San Francisco Parking Authority, solicited qualifications from architectural firms for design services for the Vallejo Street/Churchill Alley Garage. Tai Associates Architects was selected as the highest ranking firm.

Philip Sowers, Project Manager of the City's Bureau of Architecture, gave a summary of terms and conditions of the contract. Mr. Sowers stated that fees and allowances have been negotiated with Tai Associates Architects for $702,000. Those fees will be applied as follows:

$587,000 in basic consultant services,
$60,000 in additional services allowance (site-soils investigation, survey and material-testing),
$30,000 in additional meeting allowance, and
$32,000 in reimbursable expense allowance.

Mr. Sowers stated that the contract will be funded in two parts -- $542,000 to be authorized to pay for the fees through the bidding phase and $160,000 which will be funded through sales of lease revenue bonds required to finance the project construction costs.

The Chair inquired about the billing by the architects. The Director of the Parking Authority replied the proposal is for a fixed fee project. Fees in the contract are broken down according to different schematic designs, construction documents, bidding and construction management. The architects bill the Department on a monthly basis.

The Chair inquired about the completion time for the project. Mr. Sowers replied that the work will be completed in approximately one year.

Commissioner Chin asked for an opinion from the City Attorney regarding his voting on the matter. The Commissioner stated that he and Vincent Tai have worked on potential projects. Those projects have not entailed the exchange of fees and none of the projects have come to fruition. The Commissioner stated that he introduced one of his clients to the Tai firm for a potential development project. The Commissioner noted that no fees were exchanged from his client to the Tai firm or from the Tai Firm to his firm.

City Attorney asked if the Commissioner had ownership interest in the Tai firm. The Commissioner responded that he does not have ownership interest in the Tai firm. The City Attorney asked if the Commission has represented the firm in any matter. Commissioner Chin replied that he has never presented the Tai firm in any matter. The City Attorney opined that there is no conflict of interest.

The Chair called for a vote on the matter.

VOTE: *AYES* - Members Chin, Grosboll, Melara, Quaranta and Singh
NOES - None

*

City Attorney announced his retirement from City service effective March 27, 1992. He stated that he enjoyed working with the

Department of Parking and Traffic and the Parking and Traffic Commission and noted his respect for both the staff and the Commissioners.

The Commission and staff thanked the City Attorney for his services and expressed their well wishes for good luck in the City Attorney's retirement.

ADJOURNMENT

The meeting adjourned 4:20 p.m.

Respectfully submitted,

Renee Faison
Acting Commission Secretary

PARKING AND TRAFFIC COMMISSION

OF THE CITY AND COUNTY OF SAN FRANCISCO

25 VAN NESS AVENUE, SUITE 880
SAN FRANCISCO, CALIFORNIA 94102
554-PARK

FRANK JORDAN, Mayor
RINA CUTLER, Executive Director

NOTICE

REGULAR MEETING OF THE PARKING AND TRAFFIC COMMISSION
SPECIAL MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

Tuesday, April 7, 1992
1:30 p.m.

Room 282, City Hall
San Francisco, California

AGENDA

REGULAR MEETING OF THE PARKING AND TRAFFIC COMMISSION

1. ROLL CALL

2. ADOPTION OF MINUTES

   Regular Meeting of the Parking and Traffic Commission held on March 17, 1992

3. DIRECTOR'S REPORT

4. CITY ATTORNEY'S REPORT

5. COMMISSIONERS' QUESTIONS AND MATTERS

6. PUBLIC COMMENT

   The public may address the Parking and Traffic Commission on any matter within the jurisdiction of the Commission. This should not relate to any item on this agenda since public comment will be taken as each agenda item is discussed. The Chair requests that each person addressing the Commission limit herself/himself to five minutes.

7. NEW BUSINESS

   a. Resolution Establishing City-owned Parking Garage Policy Guidelines
   b. Public Hearing Regarding Current Status of Monthly Parking at City-owned Parking Garages
   c. Public Hearing and Resolutions to Consider Reduction or Elimination of Monthly Parking at Portsmouth Square Parking Garage and Increase in Monthly Parking Rates at the Garage

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(Continued on Back of Page)

d. Discussion Regarding Parking and Traffic Commission Neighborhood Meetings

8. *ADJOURNMENT*

RECONVENE

SPECIAL MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

1. *ROLL CALL*

2. *ADOPTION OF MINUTES*

Special Meeting of the San Francisco Parking Authority held on March 17, 1992

3. *PUBLIC COMMENT*

4. *NEW BUSINESS*

a. Resolution Approving Supplemental Appropriation Request for Expenses Related to San Francisco General Hospital Garage
b. Resolution Approving Supplemental Appropriation Request for Expenses Related to Vallejo/Churchill Alley Garage

5. *ADJOURNMENT*

FRANK JORDAN, Mayor
RINA CUTLER, Executive Director

Commissioners:

Dick Grosboll, Chair
Angelo Quaranta, Vice Chair
Arnold Chin
Sonia Melara
Darshan Singh

MEETING REPORT

REGULAR MEETING OF THE PARKING AND TRAFFIC COMMISSION
SPECIAL MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

Tuesday, April 7, 1992
1:30 p.m.
City Hall, Room 282
San Francisco, California 94102

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PRESENT:

Commissioners: Dick Grosboll, Chair
Angelo Quaranta, Vice Chair
Arnold Chin
Sonia Melara
Darshan Singh

Staff: Rina Cutler, Executive Director
Tim Johnson, Bureau Chief
Kevin Hagerty, Director of the San Francisco Parking Authority
Renee Faison, Acting Commission Secretary

Guests: Richard Guynn, Sutter-Stockton Garage
Norman Rolfe, San Francisco Tomorrow
Lorraine Brooks
Bing Ma, MLT Architects Assoc.
Jerry Foshee, System Parking
Frank Han
May Louie, Portsmouth Plaza
Tina Boxton, Japan Center Garages
Alfred Gee, IRS Broker
Betty Louie, Merchant
Ronald Hig
Nguin Ho
Starding Long, Portsmouth Square Garage
Norman Lew, Lew & Fong
Russ Presting, SE Onorato Garages
Ed Liu, Chinatown Merchants Assn.
Ron Whitaker, 5 Star Parking
Richard Stein, City Parking Company

Dick Dole, Ellis/O'Farrell, Japan Ctr. Garages
Paul Newman, Downtown Parking Corporation

EXCUSED:

Commissioners: Sonia Melara
Darshan Singh

The Chair called the meeting to order at 1:37 p.m.

ROLL CALL

The roll call indicated Quorum present.

ADOPTION OF MINUTES

On motion of Commissioner Quaranta, seconded by Commissioner Chin, the Minutes of the March 17, 1992 meeting of the Commission were approved as drafted.

VOTE:	*AYES* -	Members Chin, Grosboll, and Quaranta
	NOES -	None
	EXCUSED -	Members Melara and Singh

DIRECTOR'S REPORT

The Director had nothing to report.

CITY ATTORNEY'S REPORT

There was no City Attorney present.

COMMISSIONER'S QUESTIONS AND MATTERS

Commissioner Quaranta commented on the late delivery of briefing materials to the Commissioners prior to the Commission meetings. He indicated that Portsmouth Square information was delivered to him 5:30 p.m. the day before the Commission meeting. He stated that the late delivery of information does not allow for a thorough review of material and recommended that the Portsmouth matter be continued until the next meeting of the Commission.

The Executive Director apologized to the Commissioner but noted that the late delivery of material was due to the last minute receipt of correspondence from merchants and business people regarding the monthly parking at Portsmouth Square Garage. The Executive Director agreed that the matter should be continued but

recommended that comments be taken from the public who were present at the meeting.

*

Commissioner Quaranta commented on a situation that occurred when he recently phoned the Department. He stated that the clerk answering the phone did not recognize his name. He noted his dissatisfaction with this occurrence and asked the Executive Director if staff members are familiar with the names of the Commissioners. The Executive Director asserted that staff is familiar with the names of the Commissioners. She explained that the person who answered the telephone was being trained to do the duty and may have been confused with the process. That person is actually a Parking Control Officer who is temporarily assigned to the Administrative Office while recovering from an on-duty vehicle accident.

Commissioner Quaranta instructed the Executive Director to add the Commissioner's names be added stationery. He also suggested that background information be provided to the Commission two to three weeks in advance of the meetings.

The Chair agreed that early mailings are preferred and stated that in the past, he has requested that mailings one week in advance of the Commission meeting. He indicated that in some cases mailings have been received in one week and in other cases it has not. He stated that he is not opposed to receiving mailings two weeks in advance of the meeting but acknowledged that in many instances two weeks would be unrealistic.

The Executive Director indicated that a two week mailing would be impossible because: (1) there is a shortage of staff, and (2) the Commission meets every two weeks resulting in a mailing on the date of a meeting.

The Chair requested that staff make an effort to furnish information to the members one week in advance of Commission meetings.

Commissioner Chin stated that a preview of agenda items would be helpful in educating the Commissioners prior to meetings. He agreed with the members regarding a desire to receive background material on a more timely basis but noted that the staff has done a commendable job of providing information to the members.

*

The Chair remarked that an article appeared in the Richmond Review regarding the Clement Street Garage and the possible use of the Coliseum Theatre as a potential parking site. He asked the Bureau Chief for Parking if he had any comments regarding the article. The Bureau Chief replied that an agenda item regarding targeted parking locations is pending for a upcoming Commission meeting and

suggested that the matter be delay for discussion until that time. The Commissioner agreed.

*

Commissioner Chin requested status reports on the California/Steiner Parking Lot dedication, the Polk/Bush Garage construction, the performance of MEDA at the Mission/Bartlett Garage, the San Francisco General Hospital Garage construction and Vallejo/Churchill Alley parking facility litigation. The Director of the Parking Authority responded to the Commissioner as follows:

California/Steiner Dedication
The Merchants Association met to finalize a date for the official dedication of California/Steiner parking lot. The meeting was poorly attended and a decision was delayed. The Merchants Association will report to the Director when a decision has been reached.

The Chair requested that the date be scheduled late in April. The Director agreed to inform the Association of the Commissioner's request.

Polk/Bush Garage
Construction on the Polk/Bush Garage is 20-days behind schedule; however, the manager is attempting to get back on schedule.

Commissioner Chin remarked that one of the premises for awarding the Supplemental Appropriation on the project was completion of the project prior to the onset of the Holiday Season.

Mission/Bartlett Garage-MEDA Evaluation
A report on MEDA's performance at the Mission/Bartlett Garage will be presented to the Commission at the April 21, 1992 meeting.

San Francisco General Hospital Garage
The San Francisco General Hospital Garage construction project is on schedule. The goal is to complete the Garage prior to the completion of the planned health facility.

Vallejo/Churchill Alley Garage
A tentative agreement has been reached with the owner of the Vallejo/Churchill Alley Garage property. Initially, there were concerns involving the toxic cleanup on the site; however, those matters have been resolved. A report to the Commission on the matter is forthcoming.

*

The Chair inquired about the assignment of a new City Attorney to the Department. The Executive Director reported that the assignment of a new Departmental City Attorney is pending. She noted that twelve City Attorney's took advantage of the Proposition A early retirement.

PUBLIC COMMENTS

Norman Rolfe, representing San Francisco Tomorrow, requested the Commission's indulgence in allowing him to comment on New Business matters prior to their presentation. He explained that he would be unable to remain at the meeting for discussion of those items. The Commission agreed.

Mr. Rolfe commented on the agenda items regarding policy guidelines for City-owned parking facilities and noted his support for approval of the Resolution establishing City-owned parking garage policy guidelines. He suggested that a decision be delayed on item No. 5 of the guidelines which indicates that "parking rates for non-regular hours should be set to encourage patrons to use parking facilities."

Regarding the Resolution to consider reduction or elimination of monthly parking at Portsmouth Square Garage, Mr. Rolfe recommended adoption of a policy of attrition as monthly parking permits expire. He reminded the members that the original purpose of City-owned parking facilities was to encourage short-term parking and to discourage long-term parking. He stated that monthly permit parking is contrary to that purpose. He opined that the merchants who complain about the shortage of parking for the customers should discontinue using parking spaces that could be provided to customers.

*

Frank Martin del Campo, business representative of United Public Employees Local 790 and representative of the Department's Parking Control Officers addressed the Commission.

(Commissioner Chin noted that Mr. del Campo was recording the proceedings and opined that it is presumptuous for Mr. del Campo to record the meeting without requesting the Chair's approval. Mr. del Campo apologized to the members noting that he has recorded past meetings with no objection.)

Mr. del Campo reported that he has written Mayor Jordan regarding various Departmental employee's dissatisfaction with low wages, working conditions, the use of favoritism in promotions, union problems, the lack of respect for union rights, unsafe equipment and job insecurity.

Mr. del Campo reported that he has written a letter to the Mayor regarding management of the Department of Parking and Traffic. A

report on that letter appeared in a San Francisco newspaper along with a response from the Executive Director of the Department which indicated that "Mr. del Campo believes management does not have the right to manage." Mr. del Campo stated that his response to the Executive Director and Local 790's position is that a relationship between the employer and the employee shall be conducted with courtesy and mutual support.

Mr. del Campo alleged that abuses of management rights exist in Department of Parking and Traffic. He claimed that management has discouraged parking citations petitions. He also stated that management representatives are allowed to park illegally and their vehicles are not cited. He accused the Department of participating in selective enforcement.

Commissioner Quaranta asked if Mr. del Campo had the names of these employees. Mr. del Campo replied that he is prepared to produce a video recording of the vehicle parked illegally.

Mr. del Campo stated that the abuse of management extends to the employees in the work place. He stated that employees have commented that the work place has turned in a "concentration camp atmosphere." He opined that guards are placed in the offices to obstruct employees rights and indicated that a guard had prohibited him from entering the office to talk to employees about their concerns.

Mr. del Campo introduced three Departmental employees to verify his claims. Those employees are Mike Frudakis, of the Enforcement Division, and Ernest East and Chander Rajan Bhanot, both of the Residential Parking Permit Office.

Mr. East reported that he has been an employee of the City and County of San Francisco since 1980. He stated that he has been mistreated by management of the Residential Parking Permit Office and noted that management is attempting to terminate his employment because of absences that were due to a work-related injury.

The Chair asked if the matter is being addressed through the grievance process. Mr. East replied Yes.

Chander Rajan Bhanot, a recent retiree from the Residential Parking Permit Office, reported that he has worked with the Government for 31 years. He stated that he also has been mistreated by the management of the Residential Parking Permit Office. He indicated that he has opted to take the early retirement rather than continue employee with the Department.

The Chair asked if grievances have been filed through the Union. Mr. Bhanot indicated that he has filed grievances through the Union.

Mike Frudakis, a Parking Control Officer, reported that he has worked for the City and County for San Francisco since 1970. He accused the Department of practicing favoritism. He indicated that the City has recently held a secret meeting to discuss the transfer of Airport Parking Control Officers to the Enforcement Division. He stated that as a result of the transfer, many Departmental Parking Control Officers will be terminated. Mr. Frudakis remarked that management does not recognize the Union and asked the Commission what action they would be taking.

The Chair replied that the Commission has responsibility for hiring, firing and reviewing the Executive Director; however, the day-to-day administration of the Department is within the purview of the Executive Director. He stated that it is the policy of the Commission not to get involved in union-management disputes.

Mr. Frudakis stated that he has attempted to speak with the Executive Director on a few occasions to no avail. He charged the Executive Director with being arrogant and noncommittal. Mr. Frudakis requested that the Commission urge the Executive Director to meet with staff and recommended that the Executive Director be replaced.

The Executive Director responded to the testimony:

She stated that she has had one conversation with Mr. Frudakis which occurred approximately one year ago. Since that time, she has not been contacted by Mr. Frudakis.

She stated that the "secret meeting" that Mr. Frudakis referred to was held in 1989 (before the Department of Parking and Traffic was established). That meeting was attended by representatives from Local 790 and the Airport Commission. She indicated that as a part of Local 790's contract with the Airport Commission, Airport Parking Control Officers who have seniority rights would be transferred to the Department's Enforcement Division upon termination. The Department of Parking and Traffic had no part in this agreement.

Relative to Mr. East's testimony, the Executive Director replied Mr. East has an opportunity to appeal the determination.

The Chair informed Mr. del Campo that this issue has not been ignored by the Commission. He stated that after reading the article in the newspaper, he and the Vice Chair secured a copy of Mr. del Campo's letter addressed to the Mayor. They then met with the Department of Parking and Traffic staff, an arbitrator who advised on several Departmental cases and representatives from the City Attorney's Office and the Mayor's Office. He noted that he

also intends to speak with a Josie Mooney of Service Employees International Union.

The Chair asked Mr. del Campo if there have been grievances in which he was able to prevail. Mr. del Campo replied that to his knowledge, there has been no resolution of any grievance since the arrival of the Executive Director.

The Chair asked Mr. del Campo if (1) there are specific actions that the Department has taken to prevented Parking Control Officers from getting additional wages? (2) Were there actions that the Department could have taken to secure additional wages for the Officers? and (3) Why would the Department respond to the wages rather than the Civil Service Commission?

Mr. del Campo replied that the question is too broad and he doesn't understand what is being requested of him.

Mr. Frudakis interrupted the Commissioner. He stated that the Parking Control Officers are due a 12 percent raise; however, a year ago the Department "through back door maneuvering" secured an 8 percent raise for the Parking Control Officers. He stated that now a 4 percent raise is recommended and opined that this is unfair.

The Chair asked if Mr. del Campo had specific examples where the Department has not acted inappropriately with regard to seniority. Mr. del Campo stated that there are examples he can provide to the Commission. The Chair requested a list of those examples within the next five days. Mr. del Campo agreed.

Commissioner Chin asked if the Executive Director's remarks regarding Local 790's participation in the negotiation package with the Airport Commission is accurate. Mr. del Campo replied the Executive Director's statements were accurate. He stated that he became aware of the transfer in February, 1992 and had felt that full information was not furnished to him.

The Chair asked Mr. del Campo to provide the Commission with documentation to support his position. He requested specific information regarding the bad working conditions and requested the information be furnished within a week. He noted that the Department will also be required to provide background information.

Mr. del Campo agreed to provide the information but noted that if arbitrators, ERD and the Mayor has failed to get the Executive Director to change her position, he fails to see how the Commission can be successful.

Commissioner Chin remarked that there was arrogance in Mr. del Campo's presentation and requested that Mr. del Campo simply

provide the information to substantiate his allegations. Mr. del Campo agreed.

*

Virginia Conway, a San Francisco resident, requested that signal lights be installed at Larkin and California. She indicated that an elderly housing project is located in the area and a signal light would be beneficial to them. The Chair requested that staff investigate the matter.

Ms. Conway also requested the establishment of paid parking at the San Francisco Zoo. The Executive Director stated that parking at the Zoo is within the jurisdiction of the Recreation and Park Department and not the Parking and Traffic Commission.

NEW BUSINESS

The Chair suggested grouping of the three New Business items for discussion purposes. Those items are:

Resolution Establishing City-owned Parking Garage Policy Guidelines

Public Hearing Regarding Current Status of Monthly Parking at City-owned Parking Garages

Public Hearing and Resolutions to Consider Reduction or Elimination of Monthly Parking at Portsmouth Square Parking Garage and Increase in Monthly Parking Rates at the Garage

The Chair commented on the correspondence received from merchants and business regarding the Portsmouth Square Garage. He stated that in many instances, strong statements were made against the Department. He informed the authors of the correspondence that the matter was placed on the agenda at his request. He stated that there was no motive on the part of the Executive Director or staff. He also indicated that for two years, the Commission has been discussing the issue of reducing monthly parkers at all City-owned garages in order to be consistent with the "transit first" policy of the City.

The Chair called for a staff report.

Staff Report

The Director of the Parking Authority reported on the City-owned Garage Policy Guidelines (attached as Attachment A) and the monthly parking at Portsmouth Square Garage. He spoke of the scarcity of parking in the City and indicated that new parking facilities are expensive to build ($15,000 to $30,000 per space including land

costs). He suggested that the Department investigate a more efficient use of existing parking facilities.

The Director of the Parking Authority provided the members with facts on the Portsmouth Square Garage. He stated that the Garage has the highest turn over of transient parking spaces in the City. There are 504 parking spaces within the garage with 103 allocated for monthly parking. There is a need for addition transient parking as evidenced in the backup of vehicles into a queuing line during peak hours at the Garage.

The Director recommended the following:

1. Eliminate all monthly permits at the Portsmouth Square Garage and transfer the monthly permits to St. Mary's Square Garage or the Golden Gate Garage; or

2. Reduce monthly permits by 50 percent by raising the current $260 monthly rate to a higher figure.

The Chair called for public testimony.

Public Testimony

May Louie, Vice President of Portsmouth Square Plaza and Chinatown merchant, requested that the Commission delay a decision on the matter pending further study. She also requested that the Board members of Portsmouth Square Plaza be consulted before a final decision is made. She suggested that the elimination of monthly parking at the Garage would cause congestion and do more harm than good for the community.

N.H. Hong commented that short notice was given regarding the meeting and discussion. He recommended a study be conducted prior to making a decision on the matter. He suggested the other garages in the area be used more efficiently and asked the Commissioners to note that monthly parkers seldom use the facility on weekends or evenings.

The Chair asked if Mr. Hong has been troubled by the queuing that occurs between 11:00 a.m. and 1:00 p.m. at the Garage. Mr. Hong replied that queuing only occurs during special occasions.

Harding Leong, Manager of Portsmouth Square Garage, commented on the queuing issues. He stated that staff has reported a 20 to 40 minute queuing problem during the lunchtime hours at the Garage. He stated that there is no lunchtime queuing at the Garage.

Commissioner Chin asked if two floors of the Garage are barricaded in the morning for use of monthly parkers only. Mr. Leong replied that the area is barricaded for monthly parkers.

Ed Liu, Legal Counsel for the Chinatown Merchants Association, address the Commission. He made the following observations:

> The concept that there is a conflict between monthly parkers and transient parkers is a fallacy.
>
> There should not be a uniform policy throughout the City for parking garages. Each neighborhood has needs and problems that unique unto itself.
>
> Transient parkers should be shifted away from Portsmouth Square Garage by use of directional signs and better promotion for the St. Mary's Square Garage.
>
> The formula for parking at Portsmouth Square Garage is successful and should not be changed.
>
> More creative ideas for parking should be investigated by staff such as the introduction of diagonal parking in the financial district during weekends, using the warehouses at the waterfront for parking, and using a shuttle service to transport people.

Mr. Liu commented on the rates at the Garage noting that Portsmouth Square Garage rates are higher than the rates at the Union Square Garage or Mission Street Garage. He stated that this is due to a lack of sensitivity on the part of the City with respect to the needs in Chinatown and questioned the reason behind the rates.

Norman Lew, of Lew and Fong, requested that the monthly parking not be eliminated. He stated that the elimination of monthly parking would not improve the parking problem at Portsmouth Square Garage. He agreed that there is a queuing problem and indicated that queuing is especially critical during tourist season. He suggested that signage be affixed in order to prevent cutting in line while vehicles wait to enter the Garage. He also recommended the use of a shuttling system.

Frank Han, a Chinatown merchant, urged the Commission to reject the three proposals before them. He stated that he is not caucasian nor American born; however, he is a concerned citizen that has served in two wars. He accused staff of playing a political game which misleads the Commission. He suggested that staff has not coordinated or consorted with management of the Garage to identify the parking problems. He stated that the Commission has been misinformed about the queuing of at the Garage and suggested that

staff investigate several traffic engineering remedies that he has proposed in his letter to the Commission.

Lorraine Brooks stated that she has parked at the Portsmouth Square Garage as a monthly parker for 20 years. She beseeched the Commission not to eliminate the monthly parking. She stated that the City needs the revenue, the Garage needs the business and the monthly parkers needs the spaces. She noted that the number of monthly parkers seem to have decreased. She stated that the long lines of the past no longer exist and parking spaces are usually available whenever she is in the Garage.

Paul Newman, Attorney for Portsmouth Plaza Parking Corporation, requested that the Commission take into consideration that revenue is needed to reimburse the Recreation and Park Commission's Open Space Fund that was used by Portsmouth Square Garage to purchase a new elevator system and wash rooms.

Staff Comments

Executive Director recommended that the item be continued until such time as an analysis can be conducted on the recommendations presented in the public testimonies and in correspondence directed to the Commission.

Mr. Liu requested that the Department provided adequate notice on the meeting. The Executive Director replied adequate notice will be given and a final report will be provided to those person who have written the Commission.

Commissioner Chin remarked that this subject is of special interest to him since he is active in the Chinatown community. He noted that he has worked with on the Mayor's Task Force for Redevelopment in the Chinatown community which has addressed many issues including parking access and shuttles in the Chinatown area. He stated that the Commission has a city-wide responsibility for parking and noted that the Chinatown community is a component of that strategy. He indicated that he is in favor of postponing any action on policy until such time as staff has had an opportunity to compile the statistics and numbers that the community has requested.

Commissioner Chin noted his concern regarding the misinformation of the public. He stated that the Department is in the process of acquiring property at Churchill Alley at Vallejo Street in order to address the issue of parking in the Chinatown and North Beach area. He indicated that statements regarding Chinatown being used as a guinea pig are totally without merit. He noted that the Attorney for the Portsmouth Square Board attends many of the Commission

meetings and is aware of the Commission's policy to reduce monthly parking at City-owned garages.

Commissioner Chin reported that the Department has had a shuttle service in place for almost a year which travels from the Alcoa Building Garage. The shuttle operates primarily on the weekends and was institute to augment the parking supply for the Chinatown community.

Commissioner Chin noted that he was extremely troubled by the letters which indicated that the Commission has adopted a racist position to attack Chinatown. The Commissioner stated that he is particularly offended because he is a person of color who has worked on this Commission to insure that projects managed by the Commission are given equally to minorities.

He also noted concern regarding the accusations that the Commissioners effect political decisions in order to get back at a particular individual or group. He stated that the statements are absurd and without foundation.

Commissioner Chin moved to continue the New Business item. Commissioner Quaranta seconded the motion.

The Chair suggested that staff study the transient use at the Garage to investigate the market rate of garages in the area. He requested that issues raised by the public also be investigated such as signage, the efficiency level at St. Mary's Garage, etc.

The Chair informed the public that they will be notified in advance of the meeting which hopefully will occur the end of June, 1992.

VOTE:	*AYES* -	Members Chin, Grosboll, and Quaranta
	NOES -	None
	EXCUSED -	Members Melara and Singh

The Chair called for a break at 3:34 p.m. The meeting reconvened at 3:39 p.m.

ADJOURNMENT

The meeting adjourned 3:39 p.m.

RECONVENE

SPECIAL MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

The Chair called the meeting to order at 3:40 p.m.

ROLL CALL

The roll call indicated Quorum present.

ADOPTION OF MINUTES

On motion of Commissioner Quaranta, seconded by Commissioner Chin, the Minutes of the March 17, 1992 Special Meeting of the San Francisco Parking Authority were approved as drafted.

VOTE:	*AYES* -	Members Chin, Grosboll, and Quaranta
	NOES -	None
	EXCUSED -	Members Melara and Singh

PUBLIC COMMENTS

There were no public comments.

NEW BUSINESS

Resolution No. 92-1175 Approving Supplemental Appropriation Request for Expenses Related to San Francisco General Hospital Garage

The Director of the Parking Authority briefed the members on the Resolution to approve a Supplemental Appropriation request for $1,062,250 from the Off-Street Parking Fund to pay for services associated with the construction of the San Francisco General Hospital Garage.

On motion of Commissioner Chin, seconded by Commissioner Quaranta, the Resolution No. 92-1175 was approved.

VOTE:	*AYES* -	Members Chin, Grosboll, and Quaranta
	NOES -	None
	EXCUSED -	Members Melara and Singh

Resolution No. 92-1176 Approving Supplemental Appropriation Request for Expenses Related to Vallejo/Churchill Alley Garage

The Director of the Parking Authority briefed the members on the Resolution to approve a Supplemental Appropriation request in the amount of $159,000 from the Off-Street Parking Fund to pay for services associated with the construction of the Vallejo/Churchill Parking Garage.

On motion of Commissioner Chin, seconded by Commissioner Quaranta, the Resolution No. 92-1176 was approved.

VOTE:	*AYES* -	Members Chin, Grosboll, and Quaranta
	NOES -	None
	EXCUSED -	Members Melara and Singh

ADJOURNMENT

The meeting adjourned 3:47 p.m.

Respectfully submitted,

Renee Faison
Acting Commission Secretary

SAN FRANCISCO PARKING AND TRAFFIC COMMISSION

CITY OWNED PARKING GARAGE POLICY GUIDELINES

1. The purpose of City owned parking facilities is to provide a clean, safe and reasonably priced place for patrons frequenting the city's business, governmental, and arts communities to park their vehicles.

2. Priority in City parking owned parking garages should be given to short-term, transient parkers.

3. Parking rates should be established to encourage garage patrons to stay one to three hours during regular business periods, (Monday - Saturday 9 AM - 6 PM).

4. Parking rates for four hours or longer should be market rate or higher.

5. Parking rates for non-regular hours (weeknights after 6 PM and Sundays) should be set to encourage patrons to use parking facilities.

6. Monthly parking is only permitted in City Parking garages when it does not interfere with the transient use of the facilities. Monthly parking rates should be set at market rate or higher.

7. When monthly parking interferes with transient usage of the facility it should be reduced or eliminated to allow transient parkers to be accommodated.

City and County of San Francisco

PARKING AND TRAFFIC COMMISSION

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Commissioners:

Dick Grosboll, Chair
Angelo Quaranta, Vice Chair
Arnold Chin
Sonia Melara
Darshan Singh

FRANK JORDAN, Mayor
INA CUTLER, Executive Director

NOTICE

REGULAR MEETING OF THE PARKING AND TRAFFIC COMMISSION SPECIAL MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

Tuesday, April 21, 1992
1:30 p.m.

Room 282, City Hall
San Francisco, California

AGENDA

REGULAR MEETING OF THE PARKING AND TRAFFIC COMMISSION

1. ROLL CALL

2. ADOPTION OF MINUTES

   Regular Meeting of the Parking and Traffic Commission held on April 7, 1992

3. DIRECTOR'S REPORT

4. CITY ATTORNEY'S REPORT

5. COMMISSIONERS' QUESTIONS AND MATTERS

6. PUBLIC COMMENT

   The public may address the Parking and Traffic Commission on any matter within the jurisdiction of the Commission. This should not relate to any item on this agenda since public comment will be taken as each agenda item is discussed. The Chair requests that each person addressing the Commission limit herself/himself to five minutes.

7. NEW BUSINESS

   a. Approval of Fiscal Year 1992-93 Budget Reductions and Revenue Measures
   b. Report on the Status of the Mission/Bartlett Garage
   c. Resolution Authorizing Application of $450,000 in TDA Funds for Bicycle and Pedestrian Projects
   d. Status Report on Meter Placement, Possible Increase in Meter Rates and Sunday Enforcement of Meters

(Continued on Back of Page)

NEW BUSINESS (continued)

e. Resolution Approving the Exemption of Hospitals and Certain Sized Hotels from Current White Zone Regulations and Allowing 15-Minute Unattended Parking
f. Discussion Regarding Parking and Traffic Commission Neighborhood Meetings

8. *ADJOURNMENT*

RECONVENE

SPECIAL MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

1. *ROLL CALL*

2. *ADOPTION OF MINUTES*

Special Meeting of the San Francisco Parking Authority held on April 7, 1992

3. *PUBLIC COMMENT*

4. *NEW BUSINESS*

a. Resolution Approving a Change Order in Gordon Chong and Associates Contract for Design Services at Polk/Bush Garage

5. *EXECUTIVE SESSION*

Status Report on Vallejo Street/Churchill Alley Garage

6. *ADJOURNMENT*

PARKING AND TRAFFIC COMMISSION

April 21, 1992

The Minutes of this meeting are missing.

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City and County of San Francisco

PARKING AND TRAFFIC COMMISSION

NK JORDAN, Mayor
CUTLER, Executive Director

Commissioners:
Dick Grosboll, Chair
Angelo Quaranta, Vice Chair
Arnold Chin
Sonia Melara
Darshan Singh

NOTICE

REGULAR MEETING OF THE PARKING AND TRAFFIC COMMISSION
SPECIAL MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

Tuesday, May 5, 1992
1:30 p.m.

Room 282, City Hall
San Francisco, California

AGENDA

REGULAR MEETING OF THE PARKING AND TRAFFIC COMMISSION

1. ROLL CALL

2. ADOPTION OF MINUTES

   Regular Meetings of the Parking and Traffic Commission held on April 7, 1992 and April 21, 1992

3. DIRECTOR'S REPORT

4. CITY ATTORNEY'S REPORT

5. COMMISSIONERS' QUESTIONS AND MATTERS

6. PUBLIC COMMENT

   The public may address the Parking and Traffic Commission on any matter within the jurisdiction of the Commission. This should not relate to any item on this agenda since public comment will be taken as each agenda item is discussed. The Chair requests that each person addressing the Commission limit herself/himself to five minutes.

7. NEW BUSINESS

   a. Resolution Approving the Exemption of Hospitals and Certain Sized Hotels from Current White Zone Regulations and Allowing 15-Minute Unattended Parking
   b. Approval of Affirmative Action Plan
   c. Public Hearing Regarding Resolution Urging the Board of Supervisors to Increase Meter Rates from $.30 to $.50 in Zones 1 and 3 and from $.75 to $1.00 in Zones 2 and 4
   d. Public Hearing Regarding Resolution Urging the Board of Supervisors to Increase Rates in City Owned and Operated Garages

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NEW BUSINESS (continued)

e. Resolution Approving Supplemental Appropriation Request for Expenses Related to the Relocation of the MUNI Railway Maintenance Facility Located at 24th and Utah Streets
f. Status Report on Proposition F Neighborhood Garages
g. Discussion Regarding Parking and Traffic Commission Neighborhood Meetings

8. *ADJOURNMENT*

PARKING AND TRAFFIC COMMISSION

May 5, 1992

The Minutes of this meeting are missing.

San Francisco Public Library
Government Information Center

City and County of San Francisco

DEPARTMENT OF PARKING AND TRAFFIC

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FRANK JORDAN, Mayor
RINA CUTLER, Executive Director

Commissioners:

Dick Grosboll, Chair
Angelo Quaranta, Vice Chair
Arnold Chin
Sonia Melara
Darshan Singh

NOTICE

REGULAR MEETING OF THE PARKING AND TRAFFIC COMMISSION
SPECIAL MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

Tuesday, May 19, 1992
1:30 p.m.

Room 282, City Hall
San Francisco, California

AGENDA

REGULAR MEETING OF THE PARKING AND TRAFFIC COMMISSION

1. ROLL CALL

2. ADOPTION OF MINUTES

   Regular Meetings of the Parking and Traffic Commission held on April 7, 1992, April 21, 1992 and May 5, 1992

3. DIRECTOR'S REPORT

4. CITY ATTORNEY'S REPORT

5. COMMISSIONERS' QUESTIONS AND MATTERS

6. PUBLIC COMMENT

   The public may address the Parking and Traffic Commission on any matter within the jurisdiction of the Commission. This should not relate to any item on this agenda since public comment will be taken as each agenda item is discussed. The Chair requests that each person addressing the Commission limit herself/himself to five minutes.

7. NEW BUSINESS

   a. Discussion Regarding Cancellation of June 2, 1992 Commission Meeting
   b. Resolution Commending Julian Hultgren for Excellent Service as City Attorney for the Parking and Traffic Commission
   c. Resolution Acknowledging Richard O. Guynn for Service as Secretary/Treasurer of the Uptown Parking Corporation

(Continued on Back of Page)

5) 554-PARK FAX (415) 554-9834 25 VanNess Ave., Suite 880 San Francisco CA 94102-4576

NEW BUSINESS (continued)

d. Resolution Urging the Board of Supervisors to Increase Rates at City-owned and Operated Garages
e. Resolution Rescinding Resolution No. 92-70 Which Approved a Supplemental Appropriation Request in the Amount of $42,464 to Add Three Positions to the Engineering Division for the Remainder of the Fiscal Year to Perform Grant and Project Work
f. Resolution Approving a Supplemental Appropriation Request for $9,073 for the Remainder of the Fiscal Year to Add Three Positions to the Engineering Division to Perform Grant and Project Work
g. Discussion Regarding Meter Placement
h. Status Report on Proposition F Neighborhoods
i. Discussion Regarding Parking and Traffic Commission Neighborhood Meetings

8. *ADJOURNMENT*

RECONVENE

SPECIAL MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

1. *ROLL CALL*

2. *ADOPTION OF MINUTES*

Special Meetings of the San Francisco Parking Authority held on April 7, 1992 and April 21, 1992

3. *PUBLIC COMMENT*

4. *NEW BUSINESS*

5. *EXECUTIVE SESSION*

Status Report on Vallejo Street/Churchill Alley Garage

6. *ADJOURNMENT*

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PARKING AND TRAFFIC COMMISSION

OF THE CITY AND COUNTY OF SAN FRANCISCO

25 VAN NESS AVENUE, SUITE 880
SAN FRANCISCO, CALIFORNIA 94102
554-PARK

FRANK JORDAN, Mayor
RINA CUTLER, Executive Director

MEETING REPORT

REGULAR MEETING OF THE PARKING AND TRAFFIC COMMISSION
SPECIAL MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

Tuesday, May 19, 1992
1:30 p.m.
City Hall, Room 282
San Francisco, California 94102

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PRESENT:

Commissioners: Dick Grosboll, Chair
Angelo Quaranta, Vice Chair
Arnold Chin
Sonia Melara
Darshan Singh

Staff: Tim Johnson, Bureau Chief
Kevin Hagerty, Director of the San Francisco Parking Authority
Renee Faison, Commission Secretary

Guests: Russ Presting, S.E. Onorato Garages
Jerry Foshee, Civic Center Garage
Marvin Marx, Uptown Parking Corporation
Ed Lawson, Union Square Association
David Pilpel, San Francisco Resident
Virginia Conway, San Francisco Resident
Don Whitaker, 5 Star Parking
Tim Leonoudakis, City Park
Ronald Britz, California Parking
Peter Demos, Mason-O'Farrell Garage
Dean Hatfield, System Parking
Jim Lazarus, S.F. Chamber of Commerce
Carolyn Dee, Downtown Association
Alice Villagomez, Personnel Director
Bond Yee, Acting City Traffic Engineer

EXCUSED:

Staff: Rina Cutler, Executive Director

The Chair called the meeting to order at 1:32 p.m.

ROLL CALL

The roll call indicated Quorum present. Commissioner Singh entered the meeting at 2:17 p.m.

ADOPTION OF MINUTES

April 7, 1992 Minutes

On motion of Commissioner Chin, seconded by Commissioner Quaranta, the Minutes of the April 7, 1992 meeting of the Commission were approved with the following changes recommended by the Chair:

Page 7, 2nd paragraph, last sentence should read: "He stated that it has been the policy of the Commission..."

Page 7, last paragraph, should read: "They then met with the Department of Parking and Traffic staff and spoke with an arbitrator..."

Page 10, last sentence should read: "He stated that there was little lunchtime queuing..."

The Chair requested that the Minutes reflect that there were several representatives from the Department present at the April 7 meeting.

Commissioner Chin noted the misspelling of the following guests names: Ngai Ho Hong and Harding Leong.

VOTE:	*AYES* -	Members Chin, Grosboll, Melara and Quaranta
	NOES -	None
	EXCUSED -	Member and Singh

April 21, 1992 Minutes

On motion of Commissioner Melara, seconded by Commissioner Chin, the Minutes of the April 21, 1992 meeting of the Commission were approved with the following changes recommended by the Chair:

Page 3, paragraph 6 should read: "The Chair noted for the record that Mr. Frudakis was not limited to one minute but had, in fact, spoken for approximately five minutes."

Page 6, 4th paragraph should read: "The Brown Act specifies that when three persons sit on a decision-making board..."

VOTE: *AYES* - Members Chin, Grosboll, Melara and Quaranta
NOES - None
EXCUSED - Member and Singh

May 5, 1992 Minutes

Commissioner Melara moved to approve the Minutes of the May 5, 1992 meeting of the Commission. Commissioner Quaranta seconded the motion.

Frank Martin del Campo requested a change on page 3 of the Minutes. He stated that the last paragraph, third sentence should indicate that the Department had refused to meet and confer on the issue of layoffs. The Chair agreed to the requested change.

Mr. del Campo also requested that a document attached to the May 5 Minutes be removed. The document referred to is a letter from the Parking Control Officers Association in which persons indicated by signature that they were misled into attending the April 21, 1992 Commission meeting and were informed that the issues to be discussed would be dissatisfaction with the Union and concerns regarding the Department. Mr. del Campo stated that the Union's Executive Director has communicated to members of the Department that it is improper and illegal for the Department to engage in labor relations with an association other than the certified employee organization (Local 790) with which it is currently dealing.

The Chair indicated that he would agree to having the document removed out of courtesy to Local 790.

Commissioner Melara informed Mr. del Campo that the Commission is not negotiating with the Parking Control Officers Association. She opined that the information would be relevant for future reference.

Commissioner Chin remarked that the document was included in the Minutes at his request and indicated his opposition to its exclusion from the Minutes. The Commissioner stated that the Chair has been open to comments from the public on any issue and has allowed the freedom of access and speech in addressing the Commission on any subject. He indicated that the individuals that signed the document have the right to express a view. He also noted that it has been a past practice to attach documents to the Minutes at a member's request.

The Chair moved to have the Parking Control Officers Association document deleted from the Minutes of the May 5, 1992 Commission meeting. Commissioner Quaranta seconded the motion.

The Chair remarked that numerous pieces of correspondence come to the Commission which are not attached to the Minutes. He stated that his motion is made in the spirit of cooperation and improved relationship with the Union and the employees.

VOTE:	*AYES* -	Members Grosboll and Quaranta
	NOES -	Members Chin and Melara
	EXCUSED -	Member and Singh

The motion did not pass. The document will remain as an attachment to the May 5, 1992 Minutes.

The Chair requested Page 2 of the May 5, 1992 Minutes reflect under the Commissioners' Questions and Matters section that the issues were raised because the Chair had seen them on an Interdepartmental Staff Committee on Traffic and Transportation (ISCOTT) meeting agenda.

The Chair called for a vote on the approval of the May 5, 1992 Minutes.

VOTE:	*AYES* -	Members Chin, Melara and Quaranta
	NOES -	Member Grosboll
	EXCUSED -	Member and Singh

DIRECTOR'S REPORT

In the Executive Director's absence, the Bureau Chief reported to the Commission. He indicated the following:

> The Mayor's Budget Office has preliminarily approved the Departmental budget and forwarded it to the Controller's Office for recording. The budget is pending Board of Supervisors approval.
>
> An assignment of a City Attorney to the Department is still pending; however, the Department has the ongoing assistance of various Deputies in the City Attorney's Office on numerous matters.

The Chair announced the Executive Director's resignation from the Department effective date as May 29, 1992. He accepted the Executive Director's resignation letter and read it to the audience.

Commissioner Chin requested that a copy of the Executive Director's letter of resignation be attached to the Minutes (Exhibit A).

Commissioner Chin spoke in support of the Executive Director. He stated that her performance as a manager was outstanding and indicated that she worked to improve the quality of life for the residents and visitors to the City. He noted her accomplishments during her two-year tenure as follows:

- Consolidated thirteen divisions under Proposition D.
- Worked with the Proposition F neighborhood problems.
- Instituted neighborhood meetings, along with the Commission's support.
- Worked to implement the California/Steiner, Polk/Bush and San Francisco General Hospital, Chinatown/North Beach parking facilities.
- Worked to balance difficult budgets during financial crisis.
- Implemented the Denver Boot Program.

The Commissioner recommended that the Commission present the Executive Director with a Resolution thanking her for contributions to the Department.

The Commissioner also noted his opposition to the appointment of Ex-Police Chief Hongisto as Executive Director of the Department of Parking and Traffic.

Commissioner Melara echoed Commissioner Chin's remarks concerning the Executive Director. She spoke of the excellent performance of the Executive Director and agreed that a commendation should be prepared to thank the Executive Director for her service.

Commissioner Quaranta expressed his good wishes to the Executive Director in her future endeavors. He stated that the Director was hard working and indicated that he has enjoyed working with her.

The Chair requested the calendaring of three items for the next meeting of the Commission:

- Resolution to commend the Executive Director for service to the Department
- Selection of an Interim Director of the Department
- Process for hiring a permanent Director.

Commissioner Chin inquired about the Mayor's approval of the budget. The Bureau Chief replied that the Mayor approved the budget with only nine positions eliminated from the Enforcement Division.

The Personnel Director reported on the positions to be eliminated noting that six of the positions are currently vacant following the Proposition A early retirement the remaining three were anticipated vacancies.

The Chair urged the members to testify at the Board of Supervisors' Finance Committee hearing in support of the Departmental budget and in opposition to the elimination of Parking Control Officer positions. The members agreed.

COMMISSIONER'S QUESTIONS AND MATTERS

The Chair reported on a meeting which was held on May 15, 1992 attended by the Vice Chair, the Personnel Officer, several representatives of Local 790 and himself. The goal of the meeting was to attempt to improve the communication and relationship between the Department and Union and to address problems that have been raised during the last few Commission meetings. The matters to be followed up on are as follows:

- Staffing priorities.
- Supervisory positions versus Parking Control Officers.
- On-street duty for supervisors for the purpose of dealing with safety concerns and better accountability.
- Pay issues. Addressing Civil Service regarding hazardous pay standards, pay equity, the bench mark adjustment.
- Insuring complete and accurate job descriptions.
- Educating employees regarding the Commission's role concerning wage increases for Parking Control Officers.

Other issues discussed were:
- Safety issues.
- Potential additional staff training.
- Better communication
- An employee dismissal.

The Chair indicated that a follow-up meeting will be held in two to three weeks.

The Chair reported on a meeting that was held with five Departmental employees. The issues discussed included pay issues, hazardous pay and ensuring safety.

*

Commissioner Singh entered the meeting at 2:17 p.m..

*

PUBLIC COMMENTS

Virginia Conway addressed the Commission. She asked (1) if the Human Rights Commission monitors all parking garage construction projects; (2) if the timing of the signal lights at Sutter and Grant Streets could be changed to prevent the back-up of vehicles on Grant Street; and (3) if the Bureau Chief could report on meter parking at Fisherman's Wharf.

The Bureau Chief responded to Ms. Conway as follows: (1) the Department and all City Departments are subject to monitoring by the Human Rights Commission. He noted that the Department had one of the highest minority construction rates of any other City agency last year; (2) he will instruct the Traffic Engineering Division to investigate the Sutter and Grant Streets signal timing; (3) the Department has been assisting the Port of San Francisco in attempting to respond to needs of sport fishing persons regarding parking for their patrons. The matter is ongoing.

David Pilpel addressed the members on the following matters:

- He indicated his concern regarding the Departmental procedure of introducing ordinances to the Board of Supervisors without the formal approval of the Parking and Traffic Commission.
- He offered his appreciation for the Executive Director's efforts in the Department during her tenure.
- He urged the Department to complete an annual report to the Mayor. He stated that the good efforts of the Executive Director, the Commission and the Department should be documented.

*

Commissioner Chin requested that staff report to the Commission at its next meeting concerning a date for the ground breaking dedication of the California/Steiner parking lot.

NEW BUSINESS

Discussion Regarding the Cancellation of the June 2, 1992 Meeting

As a tradition, the Commission does not meet on Election Day. The members discussed an alternate date in which to hold a Special Meeting of the Parking and Traffic Commission. It was decided to hold the meeting on June 1, 1992 at 9:00 a.m.

The Commission Secretary was instructed to notice the cancellation of the June 2, 1992 meeting and the scheduling of the June 1, 1992 meeting. The meeting will be held in Room 282 of City Hall.

The Personnel Officer informed the Commission that an Appointing Officer must be designated the period following the Executive Director's departure until the Interim Director is in office.

Following discussion, Commissioner Grosboll moved, Commissioner Quaranta seconded, the appointment of the Bureau Chief as the Appointing Officer of the Department from the period of May 29, 1992 until the conclusion of the meeting on June 1, 1992.

VOTE:	*AYES* -	Members Chin, Grosboll, Melara, Quaranta and Singh.
	NOES -	None
	EXCUSED -	None

David Pilpel addressed the members suggesting that the appropriate manner of voting on an un-noticed matter should comply with the Brown Act specifications. The members agreed.

On motion of Commissioner Singh, seconded by Angelo Quaranta, the vote appointing the Bureau Chief as Appointing Officer was rescinded.

VOTE:	*AYES* -	Members Chin, Grosboll, Melara, Quaranta and Singh.
	NOES -	None
	EXCUSED -	None

Commissioner Melara stated that a need had arisen subsequent to the posting of the agenda concerning an Appointing Officer for the Department. She moved that action be taken on the matter pursuant to the Brown Act which indicates three-fourths vote of the Commission would waive notice requirements. Commissioner Chin seconded the motion.

VOTE:	*AYES* -	Members Chin, Grosboll, Melara, Quaranta and Singh.
	NOES -	None
	EXCUSED -	None

On motion of Commissioner Melara, seconded by Commissioner Chin, the Bureau Chief was nominated as Appointing Officer of the Department during the period from the date of the Executive Director's departure from the Department until an interim Director is assigned.

VOTE:	*AYES* -	Members Chin, Grosboll, Melara, Quaranta and Singh.
	NOES -	None
	EXCUSED -	None

*

On motion of Commissioner Quaranta, seconded by Darshan Singh, a Special Meeting of the Commission was scheduled for June 1 at 9:00 a.m. in Room 282 of City Hall to replace the Regular Meeting of June 2.

VOTE: *AYES* - Members Chin, Grosboll, Melara, Quaranta and Singh.
NOES - None
EXCUSED - None

Resolution No. 92-81 Commending Julian Hultgren for Excellent Service as City Attorney for the Parking and Traffic Commission

The Chair read Resolution No. 92-81 commending Julian Hultgren for excellent service as City Attorney for the Parking and Traffic Commission.

Mr. Hultgren thanked the Commission and remarked that it has been his pleasure and privilege to serve them. He opined that the Commission is one of the finest in the City noting its diversity, balance and dedication. He stated that it has been a pleasure working with Executive Director and wished her the best in her future endeavors. He characterized the Executive Director as a person of high principle and competence. He also thanked the staff for their professionalism and cooperation.

The Chair remarked that both Mr. Hultgren and the Executive Director will be missed.

Resolution No. 92-82 Acknowledging Richard O. Guynn for Service as Secretary/Treasurer of the Uptown Parking Corporation

Mr. Guynn was unable to attend the meeting. In his absence, the Resolution was read and he was thanked for his service as Secretary/Treasurer of the Uptown Parking Corporation.

On motion of Commissioner Singh, seconded by Commissioner Quaranta, the Resolution No. 92-82 was approved.

VOTE: *AYES* - Members Chin, Grosboll, Melara, Quaranta and Singh.
NOES - None
EXCUSED - None

Resolution Urging the Board of Supervisors to Approve a 20 Percent Rate Increase at City-owned and Operated Parking Garages

The Bureau Chief provided the members with a briefing on the matter noting its continuance from the May 5, 1992 meeting of the Commission following persuasive testimony from constituencies.

Staff stated that staff has met with the constituencies as requested by the Commission to discuss the rate increase.

The Chair called for public comment.

Public Comment

Ed Lawson, of the Union Square Association, urged the members to continue the matter in order to allow for discussion of a substitute motion. He stated that a 20 percent increase may not be necessary at the Union Square garages if new ways of bringing in revenue to the garages are created. He suggested promoting the use of the vacant spaces at the Union Square garages as a means of increasing revenue and instituting creative programs such as those recommended by Tim Leonoudakis at the May 5 meeting of the Commission. Mr. Lawson remarked that historically there has always been a drop in parking garage revenue when the rates are increased.

Jim Lazarus, of the San Francisco Chamber of Commerce, reported that the San Francisco Chamber of Commerce does not favor an increase in short-term parking rates. He stressed the need for reasonable short-term parking rates to serve the retail, restaurant and entertainment industry. He suggested attracting patrons with a marketing campaign.

David Pilpel reported that the Sierra Club and San Francisco Tomorrow support rate increases at City-owned parking garages. He stated that the additional revenue would balance transportation costs and urge people to ride public transit. He spoke of the Clean Air Act which requires reduced vehicle trips in the region.

Carolyn Dee, of the Downtown Association, urged the Commission not to raise garage rates in the Downtown area. She recommended the investigation of alternative options, such as Mr. Leonoudakis proposed, to raise City revenue. Ms. Dee stated that if a rate increase should occur, her association would prefer no change in parking rates for the first five hours of service.

Tim Leonoudakis, of City Park, the operator of Union Square Garage, addressed the Commission regarding proposed validation and hotel programs for the Union Square Garage. Mr. Leonoudakis described the projects noting that approximately $500,000 in new revenue would be generated without raising the parking rates. He stated that vehicles will be stack-parked so as not to negatively impact transient parking. He recommended a rate of $7.75 for hotel parking at the Garage.

The Chair asked why a higher rate is not being requested. Mr. Leonoudakis replied that the rate must be established under the current market rate to encourage hotels to make a transition from their current parking practices.

Ron Britz, representing California Parking Company (operator of a private Garage at Taylor and O'Farrell Streets) addressed the members concerning Mr. Leonoudakis' proposed hotel parking rate. He stated that the $7.75 rate is significantly less than the market rate and grossly unfair to nearby private garages. He reported that the current 24-hour rate at private garages varies from $14.75 to $21.00. He remarked that Mr. Leonoudakis' proposal would oppose the City's "transit first" policy and encourage long-term parking.

Commissioner Singh asked if Mr. Britz felt the hotel parking would affect the transient parking at the Union Square Garage. Mr. Britz stated that hotel parking will affect current parking patterns at the Garage because most check-ins at hotels occur during peak parking hours, between 3 p.m. and 6 p.m.

The Chair asked Mr. Lawson and Ms. Dee if they had objections to Mr. Leonoudakis' proposal. Both Mr. Lawson and Ms. Dee stated that they support the proposal.

Dean Hatfield, representing System Parking of Northern California (operator of private parking facilities in the Downtown area), spoke in opposition to the $7.75 rate. He stated that it would give the Union Square Garage an unfair advantage and would undermine private operators in the area.

David Pilpel opposed the program. He stated that reducing the 24-hour charge would benefit long-term parking and reduce revenue.

Peter Demos, representing the Mason-O'Farrell Garage, addressed the members in opposition to the proposed rate for hotel parking. He noted that the Mason-O'Farrell Garage charges a hotel rate of $14.00. Mr. Demos stated that the institution of hotel parking would negatively impact the revenues of the Union Square Garage and affect transient parkers especially during the Holiday Season when special hotel packages are offered.

The Chair requested that the item be continued for the June 1, 1992 meeting of the Commission. He instructed staff to present proposed rate increases for each City-owned garage at the June 1, 1992 Commission meeting. The Chair instructed staff to come back with at least a 10 percent increase in rates. He stated that Mr. Leonoudakis' proposal will also be reviewed at that time and requested documentation on Holiday parking at the Union Square Garage.

Commissioner Chin moved to vote on the Resolution for a 20 percent increase. He stated that a 20 percent increase in garage rates is a high amount to approve at this time. Commissioner Singh seconded the motion.

VOTE:	*AYES* -	None
	NOES -	Members Chin, Grosboll, Melara, Quaranta and Singh
	EXCUSED -	None

The Chair called a break at 3:53 p.m. The meeting reconvened at 3:58 p.m.

Resolution No. 92-83 Rescinding Resolution No. 92-70 which Approved a Supplemental Appropriation Request in the Amount of $42,464 to Add Three Positions to the Engineering Division for the Remainder of the Fiscal Year to Perform Grant and Project Work

On motion of Commissioner Melara, seconded by Commissioner Quaranta, Resolution No. 92-83 was approved as drafted.

The Bureau Chief of Parking provided the briefing on that matter noting that at the March 17, 1992 meeting, the Commission approved Resolution No. 92-70 -- a Supplemental Appropriation request of $42,464 to add three positions to the Engineering Division to perform grant and project work. One of the positions requested in the Supplemental Appropriation was a Traffic Survey Technician. In Resolution No. 92-84, the Department proposes to substitute of a Civil Engineering Assistant for the Traffic Survey Technician position. The projected start date has also changed causing the amount requested for salary and benefits to be reduced to $9,073 for the remainder of the year.

VOTE:	*AYES* -	Members Chin, Grosboll, Melara, Quaranta and Singh
	NOES -	None
	EXCUSED -	None

Resolution No. 92-84 Approving a Supplemental Appropriation Request for $9,073 for the Remainder of the Fiscal Year to Add Three Positions to the Engineering Division to Perform Grant and Project Work

On motion of Commissioner Quaranta, seconded by Commissioner Melara, Resolution 92-84 was approved as drafted.

VOTE:	*AYES* -	Members Chin, Grosboll, Melara, Quaranta and Singh
	NOES -	None
	EXCUSED -	None

Discussion Regarding Meter Placement

The Chair thanked the Acting City Traffic Engineer for his report on the matter and noted that it has been sent to several organizations for their information.

The Chair stated that the matter has been scheduled for review at the June 16, 1992 meeting of the Commission. The Chair inquired about meter placement priority. The Acting City Traffic Engineer noted that meter placement is governed by boundaries created by the Board of Supervisors many years ago.

Commissioner Chin requested that a boundary map be provided to the members prior to the June 16, 1992 Commission meeting.

The Chair asked that information be provided at the June 16 meeting concerning the Department's top five priorities for new meters, meter projections and meter inventory information. He also requested that the matter be reviewed semi-annually. The semi-annual report should include a report on the number and locations of new meters installed. The Chair also requested that staff return to the Commission with a proposal regarding possible change of current boundaries. The Acting City Traffic Engineer acknowledged the Chair's request.

Status Report on Proposition F Neighborhoods

The Chair thanked staff for the report on Proposition F neighborhoods. He requested that the report be expanded and the matter be brought before the Commission for review in August, 1992. He requested the expansion of the report to integrate information on how the Department has responded to the Proposition F priority. He also requested information to be provided on priorities and availability of funding in the Off Street Parking Fund. He suggested that the matter be reviewed semi-annually.

The Bureau Chief acknowledged the Chair's request.

The matter was continued and will be calendared for the August 18, 1992 meeting of the Commission.

Discussion Regarding Parking and Traffic Commission Neighborhood Meetings

The Commission discussed the location and approximate dates for future Neighborhood Commission Meetings.

The Chair suggested that the first neighborhood meeting be held in the Hunter's Point/Bay View Area in July, 1992. Commissioner Chin suggested the Southeast Community Center as a possible location.

The Chair suggested that Jerry Robbins attend the meeting to respond to Candlestick issues.

Commissioner Quaranta suggested the second meeting be held in the Mission District. The Chair suggested August or September as possible dates. Commissioner Melara suggested the Union of Operating Engineers Building on 18th Street as a possible location for the meeting.

Commissioner Chin suggested an October or November meeting in the Castro/Market area.

ADJOURNMENT

The meeting of the Parking and Traffic Commission adjourned at 4:22 p.m.

RECONVENE

SPECIAL MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

The Chair called the meeting to order at 4:23 p.m.

ROLL CALL

The roll call indicated Quorum present.

ADOPTION OF MINUTES

The Chair requested that the vote on the April 7 and April 21, 1992 meetings of the Commission be continued to allow additional time for a thorough review. The members agreed.

PUBLIC COMMENTS

The were no public comments.

NEW BUSINESS

There were no New Business items to discuss.

EXECUTIVE SESSION

The Chair announced the Commission will be convening into Executive Session to discuss the settlement of litigation on the Vallejo Street/Churchill Alley Garage. City Attorney Andrew Schwartz was present for the briefing.

The Commission Secretary instructed the guests to leave the room until the Executive Session has concluded.

The Commission convened into Executive Session at 4:25 p.m. and reconvened into the Special Meeting of the Parking Authority at 4:35 p.m.

The Chair announced that a proposal settlement of the Vallejo Street/Churchill Alley Garage has been approved by the Commission.

ADJOURNMENT

The meeting of the San Francisco Parking Authority adjourned at 4:36 p.m.

Respectfully submitted,

Renee Faison
Commission Secretary

City and County of San Francisco DEPARTMENT OF PARKING AND TRAFFIC

FRANK JORDAN, Mayor
RINA CUTLER, Executive Director

May 8, 1992

Honorable Frank Jordan
Mayor of San Francisco
City Hall
San Francisco, California 94102

Dear Mayor Jordan:

Two years ago when I accepted the challenge of coming to the City of San Francisco to start up the Department of Parking and Traffic, I had several goals. They included public responsiveness and consolidation of services, enhanced revenue and collection practices, increased short-term parking and better movement of traffic. I believe that the Department of Parking and Traffic has made significant progress in all of these areas.

I am submitting my resignation as the Executive Director of the Department of Parking and Traffic. It has been my pleasure to work with many outstanding City employees both within the Department of Parking and Traffic and in other City agencies and to serve a group of Commissioners who have given unstintingly of their time.

The residents of the City, as well as the business community, have truly been supportive of my efforts and I thank them. Parking and Traffic issues are a high priority for the City and I am confident they will continue to have your support.

Thank you for this opportunity to serve the City.

Sincerely,

Rina Cutler

Rina Cutler
Executive Director

EXHIBIT "A"

City and County of San Francisco

PARKING AND TRAFFIC COMMISSION

FRANK JORDAN, Mayor
RINA CUTLER, Executive Director

Commissioners:

Dick Grosboll, Chair
Angelo Quaranta, Vice Chair
Arnold Chin
Sonia Melara
Darshan Singh

NOTICE

NOTICE OF CANCELLATION OF MEETING

The Regular Meeting of the Parking and Traffic Commission scheduled for June 2, 1992 has been canceled.

SPECIAL MEETING OF THE PARKING AND TRAFFIC COMMISSION

Monday, June 1, 1992
9:00 a.m.

Room 282, City Hall
San Francisco, California

AGENDA

1. ROLL CALL

2. ADOPTION OF MINUTES

   Regular Meeting of the Parking and Traffic Commission held on May 19, 1992

3. STAFF REPORT

4. COMMISSIONERS' QUESTIONS AND MATTERS

5. EXECUTIVE SESSION

   Personnel, Including Appointment of Interim Director

6. PUBLIC COMMENT

   The public may address the Parking and Traffic Commission on any matter within the jurisdiction of the Commission. This should not relate to any item on this agenda since public comment will be taken as each agenda item is discussed. The Chair requests that each person addressing the Commission limit herself/himself to five minutes.

7. UNFINISHED BUSINESS 9:30 a.m.

   a. Resolution Urging the Board of Supervisors to Increase Rates at City-owned and Operated Garages/Including a Validation Parking Program and Evening Hotel Parking Rates at City Garages

(Continued on Back of Page)

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8. *NEW BUSINESS*

a. Resolution Commending Rina Cutler for Outstanding Service as Executive Director of the Department of Parking and Traffic from January, 1990 to June, 1992
b. Resolution Approving Award of Lease to Golden Gateway Garage for Auto Detailing Service
c. Announcement of Appointment of Interim Director
d. Establishment of Process and Timetable for Appointment of Permanent Director

9. *ADJOURNMENT*

SF
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#13
6/1/92

City and County of San Francisco

FRANK JORDAN, Mayor

PARKING AND TRAFFIC COMMISSION

Commissioners:

Dick Grosboll, Chair
Angelo Quaranta, Vice Chair
Arnold Chin
Sonia Melara
Darshan Singh

MEETING REPORT

REGULAR MEETING OF THE PARKING AND TRAFFIC COMMISSION
SPECIAL MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

Tuesday, June 1, 1992
9:00 a.m.
City Hall, Room 282
San Francisco, California 94102

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PRESENT:

Commissioners: Dick Grosboll, Chair
Angelo Quaranta, Vice Chair
Arnold Chin
Sonia Melara
Darshan Singh

Staff: Tim Johnson, Bureau Chief
Kevin Hagerty, Director of the San Francisco Parking Authority
Andrew Schwartz, City Attorney
Renee Faison, Commission Secretary

Guests: Alice Villagomez, Personnel Director
Claudine Venegas, Dept. of Real Estate
Don Whitaker, Five Star Parking
Russ Presting, S.E. Onorato Garages
Ed Lawson, Union Square Association
Virginia Conway, San Francisco Resident
Charles A. Jones, Downtown Center Garage
Paul Newman, Downtown Parking Corporation
Neil Cunningham, Metro Park

The Chair called the meeting to order at 9:11 a.m.

ROLL CALL

The roll call indicated Quorum present. Commissioner Singh entered the meeting at 9:12 a.m.

ADOPTION OF MINUTES

The Chair requested a continuance of a vote on the May 19, 1992 Minutes to allow additional time for a thorough review of the item. The members agreed.

STAFF'S REPORT

The Bureau Chief announced California/Steiner Parking Lot grand opening celebration and invited the members to attend the festivities. The event will be held on June 10, 1992 at 11:00 a.m.

Commissioner Melara stated that she would be unable to attend the event.

COMMISSIONERS' QUESTIONS AND MATTERS

The Commissioners had no matters to discuss.

EXECUTIVE SESSION

Pursuant to Government Code Section 54957, the Commission convened into Executive Session to discuss personnel issues including the appointment of an Interim Director of the Department of Parking and Traffic. The Chair excused the guests from the meeting at 9:13 a.m. and welcomed attendance at the reconvening of the meeting.

At 9:31 a.m., the Chair reconvened the meeting of the Parking and Traffic Commission and announced the appointment of the Bureau Chief, Tim Johnson, to the position of Interim Executive Director of the Department of Parking and Traffic.

PUBLIC COMMENT

Virginia Conway, a San Francisco resident, urged the Commission to implement the following:

1) Advertisement for the Lombard Street Garage. Provide information on the Garage's night rates and merchant validation program.

2) Thorough posting of notices for the Departmental meetings. Posting of public notices for the May 29, 1992 Departmental Public Hearing was not extensive as evidenced by attendees of that meeting.

3) Removal of tree branches which are obstructing the traffic signal light at Eddy and Hyde Streets.

The Interim Executive Director responded to Ms. Conway's concerns indicating:

- That the Lombard Street Garage is currently being marketed with the assistance of the Union Street Association. Ms. Conway will be provided with information concerning the marketing program.

- That the noticing of the May 29, 1992 Public Hearing is being investigated. A posting location statement is filed at the Division of Traffic Engineering prior to each meeting.

- That an Engineer will be assigned to investigate the obstructed signal light at Eddy and Hyde Streets.

UNFINISHED BUSINESS

Resolution Urging the Board of Supervisors to Increase Rates at City-owned and Operated Garages/Including a Validation Parking Program and Evening Hotel Parking Rates at City Garages

The Resolution to increase parking rates at City-owned garages has come before the Commission at its May 5th and May 19th, 1992 meetings. The matter was continued on both occasions to allow an opportunity for merchant groups, associations, garage operators and staff to meet and agree on the amount of the increase. Public testimony had been overwhelmingly in favor of no increase in the garage rates; however, the Commission had indicated that an increase is necessary to offset the budget deficit. The Commission also encouraged garage operators to submit proposals for programs which would produce revenue and result in a lower increase in parking rates.

The Interim Executive Director reported to the Commission on the matter. He indicated that the Mayor's Office has requested a two-week continuance of a vote on the Resolution. He stated that the Mayor's Office is interested in pursuing the original requested 20 percent increase in parking rates. The Interim Director was instructed by the Mayor's Office to arrange a meeting with the Budget Office Directors, facility representatives, merchants groups and interested associations in order to settle the matter. The issue would then come back before the Commission for a vote.

Commissioner Chin inquired about the dollar amount that would be derived from a 20 percent increase in parking rates. The Interim Director replied that the 20 percent increase in parking rates is anticipated to achieve $2 million in revenue to the General Fund excluding revenues to the Recreation and Park Department. He stated that the total amount is expected to be $4 million including revenues to the Off Street Parking Fund.

The Chair indicated that a final decision will be made on the matter at the June 16, 1992 meeting of the Commission.

PUBLIC COMMENT

Charles A. Jonas, representative for the operator of the Downtown Center Garage, requested that a vote on the hotel and validation programs be separated from a vote on the garage rate increase. He indicated that the hotel and validation programs would benefit only the Union Square Garage.

The Chair explained the reason for consolidating the vote. He stated that the validation and hotel programs may produce the revenue that is needed in the City. He noted that the additional revenue would offset the need to increase the garage rates at an increased amount. He stated that the Commission has encouraged all City-owned garages to develop a creative approach to offset the revenue package.

NEW BUSINESS

Resolution No. 92-85 Commending Rina Cutler for Outstanding Service as Executive Director of the Department of Parking and Traffic from January, 1990 to June, 1992

Commissioner Melara moved to approve the Resolution commending Rina Cutler for her leadership as Executive Director of the Department of Parking and Traffic. Commissioner Quaranta seconded the motion.

The Chair read the Resolution. He stated that under Ms. Cutler's direction, the Parking Authority made great advances in responding to the needs of parking in San Francisco neighborhoods. He noted in particular the construction of the California/Steiner Parking Lot, the Polk/Bush Garage and the expansion of the 5th and Mission and Ellis/O'Farrell Garages. He stated that while Ms. Cutler was Director of the Department, parking laws were improved with more efficient enforcement efforts and increased fines. He thanked Ms. Cutler for her service.

Rina Cutler thanked the Commission and the staff. She stated that her efforts would have been ineffective without the assistance of the members and staff. She remarked that the Department has made great progress in the last two and a half years and indicated that the structure is in place for the work to continue. She spoke of the staff's expertise and encouraged the Commission to continue to support staff's efforts.

VOTE:	*AYES* -	Members Chin, Grosboll, Melara, Quaranta and Singh
	NOES -	None
	EXCUSED -	None
	ABSTAIN -	None

Resolution No. 92-86 Approving Award of Lease to Golden Gateway Garage for Auto Detailing Service

The Director of the Parking Authority provided the Commission with background information on selection of Five Star Parking for the award of the commercial lease at the Golden Gateway Garage. He reported that the San Francisco Department of Real Estate issued invitations to bid on the auto detailing service. Eight companies submitted pre-qualification questionnaires; however, only two final bids were received and one of the finalists was disqualified. The successful bid was submitted by Five Star Parking. The cost of leasing the space has been established at $2,650.00 a month.

Commissioner Melara moved to approved the Resolution. Commissioner Chin seconded the motion.

Claudine Venegas, representing the San Francisco Department of Real Estate, reported to the Commission on the bid results. She indicated that the disqualified bidder had neither properly completed nor signed the bid forms.

The Chair inquired about the monthly rent on the space noting that past occupants had requested a decrease in rent on several occasions because of hardships. The Commissioner questioned if Five Star Parking is committed to paying the quoted $2,650 for the duration of the lease. Ms. Venegas replied that Five Star Parking is a large organization and the Department of Real Estate has found them to be reliable in the past. Don Whitaker, representing Five Star Parking, stated that he foresees no problem in maintaining the rent.

Commissioner Chin noted that the property is still in the possession of past lessees and noted his concern that possession of the property be delivered in a timely fashion should the Resolution be approved.

Commissioner Melara inquired about the advertisement for the bid application process and questioned how widely the item is advertised. Ms. Venegas replied that the application for bid was advertised in the Independent, Chronicle and Examiner newspapers. Also, the Yellow Pages was used as a source for addresses.

The Director of the Parking Authority remarked that at the pre-bid meeting, Ms. Venegas explains the bid process and reviews the proper method for filling out bid forms.

The Chair called for a vote on the Resolution.

VOTE:	*AYES* -	Members Chin, Grosboll, Melara, Quaranta and Singh.
	NOES -	None
	EXCUSED -	None
	ABSTAIN -	None

Announcement of the Appointment of Interim Director

The Chair repeated the announcement of Tim Johnson's appointment to the position of Interim Executive Director for the Department.

Establishment of Process and Timetable for Appointment of Permanent Director

The Chair reported that during the Executive Session, a process for appointing a Departmental Executive Director was discussed. He indicated that a refining of the process will be examined at the June 16, 1992 meeting of the Commission.

Announcement of the position of Executive Director will mailed on June 5, 1992. There will be a deadline date of July 20, 1992 for responses and those responses should be forwarded to the Commission Secretary. The target date for a final decision on the position is August, 1992. Local governmental agencies will be the target for the mailing of announcements with a special focus on minority organizations; however, persons outside those parameters will not be precluded from applying for the position. Review of the applications will be conducted initially by the Chair and Vice Chair. A committee may be formed to review the applications.

There was no public comments or staff report on the matter.

ADJOURNMENT

The meeting of the Parking and Traffic Commission adjourned at 10:00 a.m.

Respectfully submitted,

Renee Faison
Commission Secretary

City and County of San Francisco

PARKING AND TRAFFIC COMMISSION

FRANK JORDAN, Mayor

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Commissioners:

Dick Grosboll, Chair
Angelo Quaranta, Vice Chair
Arnold Chin
Sonia Melara
Darshan Singh

NOTICE

REGULAR MEETING OF THE PARKING AND TRAFFIC COMMISSION
SPECIAL MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

Tuesday, June 16, 1992
1:30 p.m.

Room 282, City Hall
San Francisco, California

AGENDA

REGULAR MEETING OF THE PARKING AND TRAFFIC COMMISSION

1. ROLL CALL

2. ADOPTION OF MINUTES

   Special Meeting of the Parking and Traffic Commission held on June 1, 1992

3. DIRECTOR'S REPORT

4. COMMISSIONERS' QUESTIONS AND MATTERS

5. PUBLIC COMMENT

   The public may address the Parking and Traffic Commission on any matter within the jurisdiction of the Commission. This should not relate to any item on this agenda since public comment will be taken as each agenda item is discussed. The Chair requests that each person addressing the Commission limit herself/himself to five minutes.

6. UNFINISHED BUSINESS

   a. Resolution Urging the Board of Supervisors to Increase Rates at City-owned and Operated Garages/Including a Validation Parking Program and Evening Hotel Parking Rates at City Garages
   b. Continued Discussion Regarding Meter Placement
   c. Personnel Matters
   d. Continued Discussion Regarding Executive Director Selection Process and Possible Appointment of Committee

(Continued on Back of Page)

7. *NEW BUSINESS*

   a. Resolution Establishing Goals for Acting Executive Director

8. *ADJOURNMENT*

RECONVENE

SPECIAL MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

1. *ROLL CALL*

2. *ADOPTION OF MINUTES*

   Special Meetings of the San Francisco Parking Authority held on April 7, 1992 and April 21, 1992

3. *PUBLIC COMMENT*

4. *NEW BUSINESS*

   a. Resolution Approving Provisions of a Parking Operator Management Contract for the Polk-Bush Garage

5. *ADJOURNMENT*

PARKING AND TRAFFIC COMMISSION

June 16, 1992

The Minutes of this meeting are missing.

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FRANK JORDAN, Mayor

Commissioners:

Dick Grosboll, Chair
Angelo Quaranta, Vice Chair
Arnold Chin
Sonia Melara
Darshan Singh

NOTICE

SPECIAL MEETING OF THE PARKING AND TRAFFIC COMMISSION AND THE SAN FRANCISCO PARKING AUTHORITY

Tuesday, June 30, 1992
8:30 a.m.

Room 282, City Hall
San Francisco, California

AGENDA

SPECIAL MEETING OF THE PARKING AND TRAFFIC COMMISSION

1. ROLL CALL

2. ADOPTION OF MINUTES

   Special Meetings of the Parking and Traffic Commission held on May 19, 1992, June 1, 1992 and June 16, 1992

3. COMMISSIONERS' COMMENTS AND FAREWELL

4. PUBLIC COMMENT

   The public may address the Parking and Traffic Commission on any matter within the jurisdiction of the Commission. This should not relate to any item on this agenda since public comment will be taken as each agenda item is discussed. The Chair requests that each person addressing the Commission limit herself/himself to five minutes.

5. NEW BUSINESS

   a. Resolution/Recognition of Commission Secretary
   b. Resolution/Recognition of Department of Parking and Traffic Staff
   c. Other Resolutions/Current and Former City Employees

6. ADJOURNMENT

(Continued on Back of Page)

RECONVENE

SPECIAL MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

1. *ROLL CALL*

2. *ADOPTION OF MINUTES*

   Special Meetings of the San Francisco Parking Authority held on April 7, 1992, April 21, 1992 and June 16, 1992

3. *PUBLIC COMMENT*

4. *ADJOURNMENT*

NOTE: Meeting Should Be Completed by 9:15 a.m.

PARKING AND TRAFFIC COMMISSION

25 VAN NESS AVENUE, SUITE 880
SAN FRANCISCO, CALIFORNIA 94102
554-PARK

OF THE CITY AND COUNTY OF SAN FRANCISCO

FRANK JORDAN, Mayor

MEETING REPORT

REGULAR MEETING OF THE PARKING AND TRAFFIC COMMISSION
SPECIAL MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

Tuesday, June 30, 1992
8:30 a.m.
City Hall, Room 282
San Francisco, California 94102

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PRESENT:

Commissioners: Dick Grosboll, Chair
Angelo Quaranta, Vice Chair
Arnold Chin
Darshan Singh

Staff: Tim Johnson, Acting Executive Director
Kevin Hagerty, Director of the San Francisco Parking Authority
Renee Faison, Commission Secretary

EXCUSED:

Commissioners: Sonia Melara

The Chair called the meeting to order at 8:35 a.m.

ROLL CALL

The roll call indicated Quorum present.

APPROVAL OF MINUTES

On motion of Commissioner Quaranta, seconded by Commissioner Singh the Minutes of the May 19, 1992, June 1, 1992 and June 16, 1992 meeting of the Commission were approved as drafted.

VOTE: *AYES* - Members Chin, Grosboll, Quaranta, Singh
NOES - None
EXCUSED - Member Melara

COMMISSIONS' COMMENTS FAREWELL

Each member said farewell to the staff, the public and their fellow Commissioners and gave brief departing statements.

Commissioner Singh described the Commission's achievements during past three years. He noted in particular the Commission's successful efforts in effecting a $40 million contribution to the General Fund and in acquiring numerous parking facilities for the City.

Commissioner Quaranta indicated his pleasure in serving the City and expressed a hope that each resident of the City would participate in public service to San Francisco.

Commissioner Chin offered a challenge to the newly selected Commission to work as hard and as diligently as the current Commission and to work with the sense of cooperation which the current Commission has demonstrated. He stated that newly appointed Commissioner John L. Molinari is quite well-known in San Francisco and will have an opportunity to demonstrate his ability with regard to the Commission.

The Chair briefed the public on the Commission's termination. The Commission was notified of the termination on June 25, 1992. Termination is effective at 10:30 a.m. on June 30, 1992.

The Chair thanked individual members of the staff and public for their continued support.

ACTING DIRECTOR'S REPORT

The Acting Director introduced David Mercado, the recently appointed Assistant Director of the Parking Authority.

PUBLIC COMMENT

There were no public comments.

NEW BUSINESS

On behalf of the Commission, the Chair presented the following Resolutions to staff persons of the Department of Parking and Traffic.

Resolution No. 92-88 commending Renee Faison for her distinguished service as Secretary of the San Francisco Parking and Traffic Commission

Resolution No. 92-89 commending Kathryn Hile for her leadership as Finance Director

Resolution No. 92-90 commending Kevin Hagerty for his leadership as Director of the San Francisco Parking Authority

Resolution No. 92-91 commending Tim Johnson for his leadership as Bureau Chief and Interim Executive Director of the Department of Parking and Traffic

The Chair also acknowledged Alice Villagomez for her service as Personnel Director.

Commissioner Quaranta presented the following Resolutions which were adopted by the full Commission:

Resolution No. 92-92 commending Former Mayor Art Agnos for his leadership in supporting the San Francisco Parking and Traffic Commission

Resolution No. 92-93 commending Dick Grosboll for his leadership as Chair of the San Francisco Parking and Traffic Commission

ADJOURNMENT

The Parking and Traffic Commission meeting adjourned at 8:59 a.m.

RECONVENE

SPECIAL MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

The Chair called the meeting to order at 9:00 a.m.

ROLL CALL

The roll call indicated Quorum present.

APPROVAL OF MINUTES

On motion of Commissioner Quaranta, seconded by Commissioner Singh the Minutes of the April 7, 1992, April 21, 1992 and June 16, 1992 meetings of the San Francisco Parking Authority were approved as drafted.

VOTE:	*AYES* -	Members Chin, Grosboll, Quaranta, Singh
	NOES -	None
	EXCUSED -	Members Melara

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

The meeting adjourned at 9:02 a.m.

Respectfully submitted,

Renee Faison
Commission Secretary

PARKING AND TRAFFIC COMMISSION

25 VAN NESS AVENUE, SUITE 880
SAN FRANCISCO, CALIFORNIA 94102
554-PARK

OF THE CITY AND COUNTY OF SAN FRANCISCO

FRANK JORDAN, Mayor

NOTICE

REGULAR MEETING OF THE PARKING AND TRAFFIC COMMISSION
SPECIAL MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

Tuesday, July 7, 1992
1:30 p.m.

Room 282, City Hall
San Francisco, California

AGENDA

REGULAR MEETING OF THE PARKING AND TRAFFIC COMMISSION

1. *ROLL CALL*

2. *ADOPTION OF MINUTES*

   Special Meeting of the Parking and Traffic Commission held on June 30, 1992

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3. *ACTING DIRECTOR'S REPORT*

4. *COMMISSIONERS' QUESTIONS AND MATTERS*

5. *PUBLIC COMMENT*

   The public may address the Parking and Traffic Commission on any matter within the jurisdiction of the Commission. This should not relate to any item on this agenda since public comment will be taken as each agenda item is discussed. The Chair requests that each person addressing the Commission limit herself/himself to five minutes.

6. *NEW BUSINESS*

   a. Election of Officers
   b. Rescheduling Regular Meetings of the Parking and Traffic Commission
   c. Briefing of Commission

7. *EXECUTIVE SESSION*

   Discussion of Personnel Matters

8. *ADJOURNMENT*

(Continued on Back of Page)

RECONVENE

SPECIAL MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

1. *ROLL CALL*

2. *ADOPTION OF MINUTES*

   Special Meeting of the San Francisco Parking Authority held on June 30, 1992

3. *PUBLIC COMMENT*

4. *NEW BUSINESS*

   a. Election of Officers

5. *EXECUTIVE SESSION*

   Discussion of Personnel Matters

6. *ADJOURNMENT*

PARKING AND TRAFFIC COMMISSION

OF THE CITY AND COUNTY OF SAN FRANCISCO

25 VAN NESS AVENUE, SUITE 880
SAN FRANCISCO, CALIFORNIA 94102
554-PARK

FRANK JORDAN, Mayor

MEETING REPORT

REGULAR MEETING OF THE PARKING AND TRAFFIC COMMISSION
SPECIAL MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

Tuesday, July 7, 1992
1:30 p.m.
City Hall, Room 282
San Francisco, California 94102

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PRESENT:

Commissioners: Steve Heminger
Frederick E. Jordan
Betty Louie
John L. Molinari
Manuel A. Rosales

Staff: Tim Johnson, Acting Executive Director
Kevin Hagerty, Director of the San Francisco Parking Authority
Renee Faison, Commission Secretary

Commissioner Molinari called the meeting to order at 1:31 p.m.

ROLL CALL

The roll call indicated Quorum present.

APPROVAL OF MINUTES

The Minutes of the June 30, 1992 meeting had not been prepared. Commissioner Molinari requested that the Minutes be presented at the July 21, 1992 meeting of the Commission.

ACTING DIRECTOR'S REPORT

The Acting Executive Director reported to the Commission as follows:

Department of Parking and Traffic Budget

The Departmental budget has been passed by the Finance Committee of the Board of Supervisors and has been forwarded to the full Board of Supervisors for hearing.

Increase in Citation Bails

Municipal Court has approved the increase in citation bails which were a part of the budget at the request of the Mayor's Office. The effective date for implementation of the new bails is July 1, 1992.

Employee Grievances

Currently, there have been four employee grievances before the Department. Three of the grievances have been resolved. The outstanding grievance will be addressed by the Department and the Union in September, 1992.

Suspected Foul Play at City-owned Garage

An article appeared in the Chronicle on June 30, 1992 regarding a gentleman who had been found murdered in Marin County. There was some suggestion that foul play may have occurred in the Sutter-Stockton Garage prior to the murder. The Police Department have investigated the matter and concluded that no foul play occurred at the Garage.

*

Commissioner Heminger requested that the Director's Report be provided in writing prior to the meetings. The Acting Executive Director acknowledged the Commissioner's request.

COMMISSIONERS' QUESTIONS AND MATTERS

Commissioner Molinari recommended that the Department provide a series of workshops to be scheduled for an in-depth Commission briefing on the Department. He indicated that these meetings should be scheduled after work hours in order to accommodate the public.

Commission Molinari introduced City Attorney Buck Delventhal who briefed the Commission on the general laws that govern legislative bodies. Attorney Delventhal described the Brown Act, the Public Records Act, the principles of conflict of interest and the role of the Commissioners in administering the Parking and Traffic Commission.

*

Commissioner Molinari asked if tape recordings of public meetings are considered public record. City Attorney Delventhal replied that the tape recordings would not be considered public record if the Commission Secretary used the tape recordings for purposes of

transcribing the information and destroyed the recordings following transcription of the tapes. The City Attorney noted that if the tape recordings are saved, then they are considered public record.

Commissioner Molinari asked if there is a specific time period for the keeping of public records. The City Attorney replied that a tape recording can be destroyed immediately following the period of time necessary to perform the function of the Commission Secretary. He indicated that the Public Records Act and the Administrative Code specifies that each agency should adopt a schedule to identify written documents as current records and permanent records. Current records can be kept as long as the schedule specifies and then destroyed. Permanent Records can be transformed to microfilm after a set period of time and then the original document destroyed.

Commissioner Molinari asked the Acting Executive Director if the Department has a schedule for public records. The Acting Executive Director replied that the Department does not currently have a schedule but will formulate a schedule for Commission approval.

Commissioner Rosales inquired about provisions in the Brown Act that pertain to more than two Commission members attending a function outside of a Commission meeting. City Attorney Delventhal replied that no more than two Commission members should meet to discuss Commission business without noticing the meeting. He explained that three Commission members would constitute a Quorum and therefore be governed by the Brown Act meeting rules. He noted, however, that more than two members are allowed to attend a social function or similar situation as long as Commission business is not discussed.

Commissioner Louie inquired about the Brown Act as it pertains to telephone conversations between Commission members. City Attorney Delventhal urged the members to have telephone conversations among themselves but warned against making official decisions as a group.

Commissioner Heminger inquired about restrictions on Commission members endorsing ballot measures. The City Attorney replied that the law prohibits City agencies from using City resources to take sides in ballot measures.

Commission Molinari inquired about the Commission interacting with staff. City Attorney Delventhal replied that the Commission may call any member of the staff to inquire about Departmental and Commission business.

City Attorney Delventhal introduced Deputy City Attorney Larry Wayte who is assigned to the Parking and Traffic Commission as legal counsel. The Commissioners welcomed Attorney Wayte.

Commissioner Jordan inquired about the Department's role in the Central Freeway. The Acting Executive Director replied that the Department provided recommendations to the Mayor's Office regarding traffic issues. A briefing on those recommendations will be provided to the Commission during the workshop sessions.

Commissioner Molinari requested that the Commission Secretary contact the local newspapers with a request that the Commission meetings be included in the announcement of City agency and Commission meetings. The Commissioner also requested that the Commission borrow microphones from a City agency for use during the Commission meetings. The Commission Secretary acknowledged the Commissioners' requests.

PUBLIC COMMENT

Norman Rolfe, representing San Francisco Tomorrow, questioned the Commission concerning conflict of interest. The Deputy City Attorney replied that a conflict of interest would be one in which there is a financial interest involved.

Mr. Rolfe questioned what would constitute a direct financial interest. Commissioner Molinari replied that the Commission will address conflict of interest matters as they arise with the assistance of the Deputy City Attorney.

*

Mike Frudakis, a Parking Control Officer and Local 790 Shop Steward, addressed the Commission. He stated that the Department has suffered under the former Executive Director and indicated that the grievances referred to by the Acting Executive Director took two years to come to resolution. He indicated that numerous grievances currently exist and stated that the staff is unfairly treated by the A104 Parking Control Supervisors. He indicated his interest in meeting with the Commission to discuss these issues further.

*

David Pilpel, the Bay Area Transportation Chair of the Sierra Club, addressed the members. He asked the members to note the rules of the Brown Act and other provisions when planning workshops. He stated that meetings of the Commission that are not held in the regular meeting place must be noticed 30 days prior to the meeting. Commissioner Molinari acknowledged Mr. Pilpel's observation and stated that the Commission will always comply with the rules of the Brown Act. However, the Commissioner opined that the "regular meeting place", as referred to in the Brown Act, may refer to building and not room.

Mr. Pilpel opined that the Department has been in violation of the Charter in the past. He stated that ordinances have been presented to the Board of Supervisors by the Department of Parking and Traffic without the necessary approval of the Commission. He also noted that non-civil service appointments have been made by the past Director of the Department without the confirmation of the Commission.

Mr. Pilpel requested that the public be provided with photocopies of the briefing papers which are provided to the members.

Mr. Pilpel requested that the Commission consider the City's "Transit First" policy when making decisions.

*

Commissioner Molinari informed the members that he has been in touch with the Chief Administrative Officer regarding sidewalk parking on the south side of City Hall. He indicated that City employees are abusing the law by parking City-owned vehicles illegally. He stated that it would be unfair to ask the citizens and visitors of San Francisco to observe parking laws that are being ignored by City employees. The Commissioner instructed the Acting Executive Director to draft a letter to City Departments regarding the issue. The Acting Executive Director acknowledged the request.

*

Toni McCanty, a resident of San Francisco, addressed the members concerning the heavy truck traffic on Vermont and Mariposa Streets. Ms. McCanty reported that she attempted to have the truck traffic prohibited from using the freeway exit at that location but to no avail. She has approached several departments in the City and asked if the Commission could be of assistance. Commissioner Molinari asked the staff to investigate the matter. The Acting Executive Director reported that the Department is empowered to impose a weight limitation of vehicles on City streets. He stated that he would have the matter addressed by the Traffic Engineering Division and a response will be available at the August 4, 1992 Commission meeting.

Commissioner Molinari requested that Ms. McCanty attend the August 4, 1992 Commission meeting for further discussion of the matter. Ms. McCanty agreed.

*

Richard Roberts, a resident of the City and business owner, addressed the Commission regarding illegal parking on 7th Street near the Highway 101 off ramp. He stated that he has attempted for eight years to have various City departments address this issue but the illegal parking continues. He stated that members of the

Police Department are the major offenders and noted that the illegal parking causes a major hazard to pedestrian and vehicular traffic. Mr. Roberts stated that the City is financially liable for any accident that occurs at the location.

Commissioner Molinari thanked Mr. Roberts for his remarks and requested that the Acting Executive Director take action on the matter. The Acting Director stated that he has requested the installation of permanent pavement blocks in that location.

Mr. Roberts asked the Commission to address the issue of the handling of complaints by the Supervisors of Parking Control Officers. He stated that the Officers are not responsive to citizen complaints and ignore double parked vehicles. Commissioner Molinari acknowledged Mr. Roberts' request and indicated that the issue will be addressed.

*

Commissioner Heminger requested that background material be provided for the public as well as public comment cards. The Commission Secretary acknowledged the request.

NEW BUSINESS

Election of Officers

Commissioner Molinari observed that the interim rules of the Department provide for a Chair and Vice Chair of the Commission. He noted, however, that Section 3500(b) of the Charter maintains that the Commission will have a President and Vice President. He recommended that the Commission comply with the Charter instructions. The Chair called for a motion.

On motion of Commissioner Rosales, seconded by Commissioner Jordan, Commissioner Molinari was nominated President of the Parking and Traffic Commission to serve from the present until December 5, 1992.

VOTE:	*AYES* -	Members Heminger, Jordan, Louie, Molinari and Rosales
	NOES -	None
	EXCUSED -	None

Commissioner Jordan moved to continue the vote on the Vice President of the Commission position until the July 21, 1992 Commission meeting. The motion was seconded by Commissioner Rosales.

VOTE:	*AYES* -	Members Heminger, Jordan, Louie, Molinari and Rosales
	NOES -	None
	EXCUSED -	None

Rescheduling Regular Meetings of the Parking and Traffic Commission

The President of the Commission requested that the City Attorney research and report his findings to the Commission regarding the need for every meeting of the San Francisco Parking Authority to be "special meeting." The Deputy City Attorney acknowledged the President's request.

The President of the Commission proposed that the time of the regular meetings of the Parking and Traffic Commission be changed from 1:30 p.m. to 4:30 p.m. on the first and third Tuesdays of each month. He opined that the change of time would accommodate the public.

Commissioners Louie, Rosales and Jordan agreed with the proposed change.

Commission Rosales moved to change the time of the regular meetings of the Parking and Traffic Commission from 1:30 p.m. to 4:30 p.m. on the first and third Tuesdays of each month. Commissioner Louie seconded the motion.

Public Comment

David Pilpel noted his approval of the change in the meeting time and reminded the members that the Departmental rules should be changed to reflect the new meeting time.

Richard Roberts also supported the change of meeting time.

Commissioner Heminger asked staff for a response. The Acting Director indicated his approval of the proposed meeting time.

Commissioner Heminger requested that the motion be amended to reflect the meeting time as 4:00 p.m. Commissioners Morales and Louie accepted the amendment.

VOTE:	*AYES* -	Members Heminger, Jordan, Louie, Molinari and Rosales
	NOES -	None
	EXCUSED -	None

Briefing of the Commission

The President of the Commission proposed that special public briefings be scheduled which will provide background information to the Commission members and public on the Department. He instructed the Acting Executive Director to consider the matter and report back to the Commission. The Acting Director acknowledged the request.

*

The Division heads of the Parking and Traffic Department presented brief reports to the Commission including information on their background and the activities associated their divisions. The Commission heard briefings from Alice Villagomez, Personnel Director of the Department; Kathryn Hile, Finance Director of the Department; and Bond Yee, City Traffic Engineer. In the interest of time, briefings from the Director of Operations, Residential Parking Permit Program, Parking Authority and Enforcement Division were continued for the July 21, 1992 meeting of the Commission. Below is a sampling of the questions posed by the Commission to staff following each briefing:

Personnel

The President of the Commission asked why the Bureau Chief of Traffic position was omitted from the organization chart. The Personnel Director replied that the position has not been budgeted. She noted that the Personnel Office is attempting to resolve the issue. The President stated that the Charter provides for a Bureau Chief of Traffic and indicated that the Charter should not be ignored.

Commissioner Louie inquired about the current number of staff in the Department. The Personnel Director replied that the Department currently consists of 452 staff members.

Commissioner Jordan observed that in other cities traffic engineers have charge over the departmental operations. The Personnel Director suggested that the Commission review classifications of Departmental positions and make recommendations to the Department.

The President of the Commission inquired about the position held by Renee Faison. He noted that Ms. Faison is functioning as the Confidential Secretary to the Executive Director and the Commission Secretary but noted that her classification is listed as Confidential Assistant to the Parking Authority Director. The Personnel Director stated that she has made recommendations to upgrade the position and retitle the classification but the Mayor's office had declined approval. She suggested that the Commission make a policy decision on the matter and instruct the Department how to proceed.

Commission Rosales asked to whom the managers of the Department report. The Personnel Director replied that the managers report to the Acting Executive Director. The President of the Commission suggested that before the workshops are held, that the Personnel Director and the Acting Executive Director develop an organizational chart that meets the mandate of the Charter and the needs of the Department. The Personnel Director and the Acting Director acknowledged the request.

*

The President of the meeting called for a break at 3:45 p.m. The meeting reconvened at 3:55 p.m.

*

Finance and Budget

Commissioner Heminger requested that the sources of funding be provided to the Commission in writing. The Finance Director acknowledged the Commissioner's request.

The President of the Commission requested that the Finance Director provide the members with a description of the line items of the budget.

Traffic Engineering Division

Commissioner Rosales asked if the Department is involved in the planning of the Mission Bay project. The City Traffic Engineer stated that the Department has limited input prior to the plan being approved. The Department is involved in the project following the implementation stage.

Commissioner Louie inquired about the Department's involvement in the Embarcadero project. The City Traffic Engineer replied that the City has a task force in which the Department is involved.

Commissioner Heminger requested that the staff provide written briefings to the Commissioners prior to the next meeting of the Commission on each division of the Department.

Discussion of Personnel Matters

The President of the Commission announced that an Executive Session will not be held to review the current personnel matters before the Commission.

Rules Committee

The President of the Commission appointed a Rules Committee to review the Department's interim rules and make recommendations to

the full Commission on the matter. He suggested that the Committee be chaired by Commissioner Heminger with Commissioner Jordan as a member and the Commission Secretary in attendance. He requested that the issue be brought before the full Commission in a one-month period. The Committee members agreed.

Commissioner Louie requested information on the terms of appointment for each member. The Commission Secretary reported that the Commissioners assumed the appointment dates of previous members. The Commission terms are as follows:

Commissioner Molinari - December 5, 1992
Commissioner Rosales - December 5, 1992
Commissioner Heminger - December 5 1993
Commissioner Louie - December 5, 1994
Commissioner Jordan - December 5, 1995

Executive Director Position

The Commission discussed the possibility of changing the current Position Announcement for the Executive Director position and the extension of the deadline date for applications for the position. The Commission questioned staff on the matter as follows:

President of the Commission asked who drafted the Announcement of the Executive Director position. The Personnel Director replied that the Announcement was edited from the original announcement used to recruit the former Executive Director.

The Commission President remarked that, in his opinion, it would be preferable to hire someone from the San Francisco area rather than doing a nationwide search for the individual. He urged the Commission to extend the deadline date to allow themselves time to learn more about the Department. He also suggested that work experience be given in lieu of a college degree for the position.

Commissioner Rosales echoed the Presidents remarks regarding work experience noting that many persons are excluded when rigid barriers are imposed.

Commissioner Jordan stated that he has been involved with the election of the Director of the Parking and Traffic for the City of San Jose and the Director's position at the Department of Public Works in Los Angeles. He indicated that he would have comments on the Announcement at the next meeting and would provide the Commission Secretary with a listing of persons to whom the Announcement should be sent.

Commissioner Rosales seconded the motion to extend to September 20, 1992.

Public Comment

David Pilpel indicated that September 20th is a Sunday and suggested September 21, 1992 be used as a deadline date.

The members discussed the matter and agreed to the September 20th date.

VOTE:	*AYES* -	Members Heminger, Jordan, Louie, Molinari and Rosales
	NOES -	None
	EXCUSED -	None

ADJOURNMENT

The Parking and Traffic Commission meeting adjourned at 5:07 p.m.

RECONVENE

SPECIAL MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

The Chair called the meeting to order at 5:08 p.m.

ROLL CALL

The roll call indicated Quorum present.

APPROVAL OF MINUTES

The Minutes of the June 30, 1992 meeting of the Commission had not been prepared but will be presented at the July 21, 1992 meeting of the Commission.

PUBLIC COMMENT

There were no public comments.

NEW BUSINESS

Election of Officers

On motion of Commissioner Heminger, seconded by Commissioner Rosales, Commissioner Molinari was nominated at President of the Commission to serve until December 5, 1992.

VOTE:	*AYES* -	Members Heminger, Jordan, Louie, Molinari and Rosales
	NOES -	None
	EXCUSED -	None

On motion of Commissioner Heminger, seconded by Commissioner Rosales, the election of Vice President was delayed until the July 21, 1992 meeting.

VOTE:	*AYES* -	Members Heminger, Jordan, Louie, Molinari and Rosales
	NOES -	None
	EXCUSED -	None

ADJOURNMENT

The meeting adjourned at 5:10 p.m.

Respectfully submitted,

Renee Faison
Commission Secretary

PARKING AND TRAFFIC COMMISSION

25 VAN NESS AVENUE, SUITE 880
SAN FRANCISCO, CALIFORNIA 94102
554-PARK

OF THE CITY AND COUNTY OF SAN FRANCISCO

FRANK JORDAN, Mayor

NOTICE

MEETING OF AD HOC RULES COMMITTEE OF THE PARKING AND TRAFFIC COMMISSION

Tuesday, July 21, 1992
2:00 p.m.

Room 282, City Hall
San Francisco, California

AGENDA

1. *ROLL CALL*

2. *NEW BUSINESS*

   a. Discussion of Rules of Order and Regulations for the Department of Parking and Traffic

3. *PUBLIC COMMENT*

   The public may address the Parking and Traffic Commission on any matter within the jurisdiction of the Commission. This should not relate to any item on this agenda since public comment will be taken as each agenda item is discussed. The Chair requests that each person addressing the Commission limit herself/himself to five minutes.

4. *ADJOURNMENT*

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CITY AND COUNTY OF SAN FRANCISCO

FRANK M. JORDAN, Mayor

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MEETING REPORT

MEETING OF THE AD HOC RULES COMMITTEE OF THE PARKING AND TRAFFIC COMMISSION

Tuesday, July 21, 1992
2:00 p.m.
City Hall, Room 282
San Francisco, California 94102

PRESENT:

Commissioners: Steve Heminger, Chair
Frederick E. Jordan

Staff: Larry Wayte, Deputy City Attorney
Renee Faison, Commission Secretary

The Chair called the meeting to order at 2:12 p.m.

ROLL CALL

The roll call indicated both Committee members present.

NEW BUSINESS

Discussion of Rules of Order and Regulations for the Department of Parking and Traffic

The Chair prepared Draft Rules (Exhibit A) encompassing data from the Interim Rules of the Parking and Traffic Commission (Exhibit B), rules from various City commissions and recommendations from Commissioner Betty Louie. The Rules Committee edited the Draft Rules. Changes recommended to the text of both documents are listed below and are indicated on Exhibits. A report and the presentation of Proposed Commission Rules will be made to the full Parking and Traffic Commission at the August 18, 1992 meeting.

Article I

Title of the Article was changed from "Commission" in the Interim Rules to "Name" in the Draft Rules.

Draft Rules

Section 1: Name

No change made to text of Section.

Interim Rules

Section 1: Official Name

The word "official" was deleted from the title of the Section and the text that followed.

Section 2: Short Name

Section omitted. Determined unnecessary.

Article 2 - Purpose

Draft Rules

Section 1: Purpose

No change made from text of Section.

Interim Rules

Section 1: Purpose

Identical wording used in Draft Rules.

Article 3 - Definitions

Draft Rules

Section 1: Definitions

(a) "Commission." No change made to text in sub-section.

(b) "Parking Authority." New sub-section segmented from the Interim Rules Section 1(a). No change made to text in sub-section.

(c) "President." New sub-section created. No change made to text in sub-section.

(d) "Secretary." New sub-section created. No change made in text of sub-section.

(e) "Mayor." No change made in text of sub-section.

(f) "Board of Supervisors." New sub-section added to define terms frequently used in text. No change made in text of sub-section.

(g) "Charter." New sub-section added to define terms frequently used in text. No change made in text of sub-section.

The Commission Secretary questioned if "Vice President" should be included in the definitions. The Chair indicated that the term "Vice President" appears once in the Rules whereas "President" appears constantly. The Chair recommended not including "Vice President" in the Definition Section.

Article 3 - Definitions

Interim Rules

Section 1: Definitions

(a) "Commission" or "Parking Commission." The last sentence was deleted. The Chair had made reference to the sentence in Article 9 of the Draft Rules (page 5).

(b) "City." Deleted and omitted from Draft Rules. Term not cited in text of document.

(c) "Legislative Body." Deleted and omitted from Draft Rules. Term not cited in text of document.

(d) "Mayor." No change made in text of sub-section. Found in Article 3, Section 1(e) of the Draft Rules.

(e) "State Public Body." Deleted and omitted from Draft Rules. Term not cited in text of document.

(f) "Indenture." Deleted and omitted from Draft Rules. Term not cited in text of document.

(g) "Clause." Deleted and omitted from Draft Rules. Term not cited in text of document.

Article 4 - Members

Section 1: Appointments

No change made to text of Section. Text taken from the Interim Rules with the provision deleted which indicated Board of Supervisors approval.

Section 2: Powers

No change made to text of Section. Text identical to Section in Interim Rules.

Section 3: Compensation

No change made to text of Section. Text identical to Section in Interim Rules.

Commissioner Jordan remarked that the Commission compensation should be considered as an expense account and not as salary. He stated that he may choose not to be compensated.

David Pilpel, a resident of San Francisco, remarked that the Charter envisioned compensation to be salary.

The Commission Secretary indicated that she will discuss the matter with the Personnel Director for clarification.

Section 4: Terms

Second sentence was deleted. Text appears in Article 9, Section 1 of the Draft Rules.

Section 5: Election of Officers

Title changed to read "Election and Term of Officers." Section was re-phrased from Interim Rules but substance was not changed. Terms of "Chair" and "Vice Chair" in the Interim Rules were changed to "President" and "Vice President" in the Draft Rules.

Interim Rules

Article 4 - Members

Section 1: Appointments

Deleted provision which indicated Board of Supervisors approval is required; determined to be inaccurate.

Section 2: Powers

No change made to text of Section.

Section 3: Compensation

No change made to text of Section.

Section 4: Terms

Deleted all language that pertains to the appointment of the original Commissioners.

Section 5: Chair and Vice Chair, Election

Section was re-phrased in the Draft Rules but substance remained the same. Reference to "Chair" and "Vice Chair" was changed to "President" and "Vice President."

Section 6: Chair and Vice Chair, Term

Text was combined into text of Draft Rules Section 5 (page 2).

The Chair requested that the Deputy City Attorney research if a member shall hold office until his or her successor has been appointed.

Draft Rules

Article 5 - Duties of Officers

Section 1: President
Section 2: Vice President

Sections taken from Article 7 of Interim Rules. Articles were rearranged in the Draft Rules because the Chair determined the re-numbering to be logical.

Language added describing proper procedure in the event of absence, or inability to act, if both President and Vice President are absent.

Interim Rules

Article 5 - Officers

Section 1: Appointments
Section 2: Regular Officers
Section 3: Term of Office

Sections deleted from Draft Rules. It was determined that the sections pertained to the Parking Authority and were not relevant to the Parking and Traffic Commission.

Draft Rules

Article 6 - Personnel

Section 1: Director

No change made to text of Section.

David Pilpel remarked that there is a conflict in Proposition D and the Charter language as it relates to the authority of the Director and the Commission. He noted that Proposition D provides that the Bureau Chiefs shall be administered by the Director and shall be appointed by and serve at the pleasure of the Director. Under Charter Section 3.501 it provides that Department Heads are the appointing officers. They appoint all Department employees. The exempt and non-Civil Service appointments are subject to the approval of the Commission.

The Chair requested that the Deputy City Attorney research the matter and report back to the Committee.

Section 2: Secretary

New Section created.

The Chair requested that the Deputy City Attorney determine if language in the Section is accurate.

David Pilpel noted that Section 3.500 of the Charter requires that a Commission shall have a Commission Secretary.

Interim Rules

Article 6 - Personnel

Section 1: Establishment of Positions

Provision deleted. Referenced in Article 5 and 6 of Draft Rules. Addressed in a shorter format.

Section 2: Compensation of Personnel

Provision deleted. Determined not to be within the jurisdiction of the Parking and Traffic Commission.

Draft Rules

Article 7 - Meetings

Article 7 of Draft Rules can be found in Article 8 of Interim Rules.

Section 1: Office

Suite number was deleted because moving will occur following renovation of offices.

Section 2: Regular Meeting

Changed time of Regular Meetings from 1:30 p.m. in Interim Rules to 4:00 p.m. Deleted reference to meetings being Opened. Reference made to open meetings in new Section 5.

Section 3: Special Meetings

Changed wording in Interim Rules from "Chair" to "President" throughout section. Made change from Interim Rules indicating that written request for a Special Meeting be filed with Commission Secretary and not the Director.

Section 4: Hearings

Copied verbatim from Interim Rules.

Section 5: Open and Public Meetings

New section taken from Port Commission Rules. Provision restates the Open Meeting provision of the Charter and

the Brown Act. References are to the cases in which the Commission can meet in Executive Session.

The Deputy City Attorney was requested to research in what form the legal counsel must record the Executive Sessions.

Change made to section to include the following wording: "All meetings of the Commission and its Committees shall be open to the public..."

Section 6: Notice

Change made to section to include the following wording: "Written notice of the time and place of every Regular Meeting of the Commission and agenda therefore shall be given to members..." "...Written notice of the time and place of every Special Meeting and agenda therefore of the Commission shall be given to members..."

Section 7: Agenda Items

New section at Commissioner Jordan's request. Text to read " Items to be included in the Agenda should be submitted to the Commission Secretary eight (8) days before the meeting. If an urgent item arises after the agenda is distributed, a two-thirds vote of the Commission can add the item to the current agenda.

Interim Rules

Article 7 - Duties

Article 7 of Interim Rules is Article 5 of Draft Rules. Sections 1, "Chair", and 2, "Vice Chair", of the Interim Rules were preserved in the Draft Rules with minor changes. The remaining Sections were deleted for the following reasons.

Section 3: Compensation

Determined to be unnecessary.

Section 4: Director

Determined to be repetitive. Reference found in Article 6, "Personnel" Section, of Draft Rules.

Section 5: Additional Duties

Determined unnecessary.

Section 6: Reports

Provision referred to in Article 8 of Draft Rules.

Draft Rules

Article 8 - Reports

Section 1: Quarterly Reports

Text changed to read: "The Commission shall file with the Mayor and Board of Supervisors at quarterly intervals a detailed report of all transactions of the Department, including..."

Section 2: Annual Reports

Text changed to read: "The Commission shall publish by July 15 of each year the annual report of the Commission."

The Deputy City Attorney to research if the Commission is required to file Quarterly Reports and publish Annual Reports.

The Commission Secretary was instructed to provide Committee members with a copy of the last Quarter and Annual Reports.

David Pilpel noted that Section 3.500(e) of the Charter requires the Commission to submit Annual Reports to the Mayor.

*

The next meeting of the Commission is scheduled for August 4, 1992 at 2:30 p.m. in Room 282 of City Hall. The Rules will be finalized at that time.

The City Attorney was requested to confirm all statutory references in the Draft Rules.

ADJOURNMENT

The meeting adjourned at 3:54 p.m.

Respectfully submitted,

Renee Faison
Commission Secretary

DRAFT

RULES OF ORDER

PARKING AND TRAFFIC COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

Article 1 - Name

Section 1: Name
The name of the Commission shall be the Parking and Traffic Commission of the City and County of San Francisco.

Article 2 - Purpose

Section 1: Purpose
The purpose of the Commission shall be to manage and control the Department of Parking and Traffic which shall have responsibility for all parking and traffic functions of the City and County of San Francisco, except where the authority to discharge those functions and duties is placed in another official or agency by the Charter of the City and County of San Francisco or by state law.

Article 3 - Definitions

Section 1: Definitions
The following terms, wherever used or referred to in these rules, shall have the following respective meanings, unless a different meaning is clearly made apparent by the context:

(a) "Commission" shall mean the Parking and Traffic Commission of the City and County of San Francisco, as established in Part 22 of the Charter of the City and County of San Francisco.

from Interim Rules

(b) "Parking Authority" shall mean the Parking Authority of the City and County of San Francisco.

(c) "President" shall mean the President of the Parking and Traffic Commission of the City and County of San Francisco.

(d) "Secretary" shall mean the Secretary of the Parking and Traffic Commission of the City and County of San Francisco.

(e) "Mayor" shall mean the Mayor of the City and County of San Francisco.

(f) "Board of Supervisors" shall mean the Board of Supervisors of the City and County of San Francisco.

(g) "Charter" shall mean the Charter of the City and County of San Francisco.

EXHIBIT A

Article 4 - Members

Section 1: Appointments
The Mayor shall appoint five electors of the City and County of San Francisco as members of the Commission.

Section 2: Powers
The powers of the Commission shall be vested in the members thereof in office.

Section 3: Compensation
Members of the Commission shall receive their actual and necessary expenses, including travel expenses, and compensation of $100 per month as provided in Part 22 of the Charter.

Text deleted. Text appears in Article 9, Section 1

Section 4: Terms
The term of each member shall be for four years as provided in Part 22 of the Charter. ~~Any person may serve concurrently as a member of the Commission and the Parking Authority.~~ A member shall hold office until his or her successor has been appointed and has been qualified for office.

Section 5: Election AND Term of Officers
At the first regular meeting of the Commission held after the 5th day of December of each year, or at a subsequent meeting the date of which shall be fixed by the Commission at its first regular meeting held after the 5th day of December of each year, the members of the Commission shall elect from among their number a President and a Vice President of the Commission, each to serve for a one-year term.

Article 5 - Duties of Officers

Section 1: President
The President shall preside at all meetings of the Commission. The President shall have the right to appoint all committees and shall perform all other duties necessary or incidental to the office. The President shall have the right to call meetings of the Commission and to set the time, date, and place of such meetings, consistent with Article 7 of these rules.

New language added

Section 2: Vice President
In the absence or inability to act of the President, the Vice President shall take the place and perform the duties of the President. In the event of the absence or inability to act of both the President and Vice President, the remaining members of the Commission shall appoint one of their number to act temporarily as President.

Article 6 - Personnel

Section 1: Director
The Commission shall appoint a Director to administer the Department of Parking and Traffic who shall serve at the pleasure of the Commission, as provided in Part 22 of the Charter.

Section 2: Secretary

The Commission shall appoint a Secretary who shall serve at the pleasure of the Commission. The Secretary shall handle Commission correspondence, record the actions of the Commission, and maintain minutes of Commission meetings. The Secretary of the Commission also shall serve as Secretary of the Parking Authority.

Article 7 - Meetings

Section 1: Office

The office of the Commission shall be at 25 Van Ness Avenue, ~~Suite 410,~~ San Francisco.

Section 2: Regular Meetings

The regular meetings of the Commission shall be held every first and third Tuesday of each month in Room 282, City Hall, commencing at 4:00 p.m. If the regular meeting date falls on a legal holiday, the Commission or the President may fix another date therefor.

Section 3: Special Meetings

Special meetings of the Commission shall be held at such time and place as the Commission may determine, or may be called by the President for any time and place, and must be called by the President upon the written request of three members of the Commission filed with the Secretary. Any and all business of the Commission may be transacted at such special meetings.

Section 4: Hearings

A public hearing may be held on any matter pending before the Commission at either a regular or special meeting at the time and place set forth in the notice of such meeting, and such pending matter shall be decided at said hearing or shall be taken under submission and after adjournment of the public hearing further consideration thereof shall be taken by the Commission at such regular or special meeting or at ~~later~~ regular or special meetings.

Section 5: Open and Public Meetings ~~and its Committees~~

All meetings of the Commission shall be open to the public and all persons shall be permitted to attend any meeting of the Commission. The Commission may, with appropriate public notice, meet in executive session to consider and act upon matters authorized under Charter Section 3.500(f) and the Ralph M. Brown Act (California Government Code Section 54950). Such executive sessions shall be recorded by legal counsel and if any action has been taken by the Commission, such action shall be reported by legal counsel in open session.

and agenda thereof

Section 6: Notice
Written notice of the time and place of every regular meeting of the Commission shall be given to members of the Commission at least seventy-two hours before the time of such meeting, and shall be given to members of the public by posting and otherwise, as required by San Francisco Administrative Code Section 8.16 and California Government Code Section 54954.2. Written notice of the time and place of every special meeting of the Commission shall be given to members of the Commission at least twenty-four hours before the time of such meeting, and to members of the public by posting and otherwise, as required by San Francisco Administrative Code Section 16.5 and California Government Code Section 54956.

and agenda thereof

Add new Section 7: Agenda Items

Section 7: Quorum
A quorum for the transaction of official business shall consist of three members of the Commission present at the meeting.

Section 8: Voting
Every official act of the Commission shall be adopted by majority vote. A majority vote shall mean a majority of all members of the Commission present when a quorum is present unless otherwise provided for by the Charter. All members present shall vote for or against each question brought to a vote unless a member is excused from voting by a motion adopted by a majority of the members present.

Section 9: Order of Business
The order of business at any regular meeting of the Commission shall be as follows:

1. Roll Call
2. Approval of Minutes
3. Director's Report
4. Commissioners' Questions and Matters
5. Unfinished Business
6. New Business
7. Public Comment
8. Adjournment

Section 10: Public Comment
An item at each meeting shall provide an opportunity for members of the public to address the Commission on items that are within the jurisdiction of the Commission. The Secretary shall have available cards to be filled out by members of the public who wish to address the Commission. The President may limit public comment to five minutes per person on any item.

Section 11: Minutes of Proceedings

The Secretary shall record the proceedings of each meeting in the minutes of the Commission and a copy thereof for each meeting shall be forwarded promptly to the Mayor and members of the Commission.

Section 12: Parliamentary Procedure
The Rule of Parliamentary Procedure as set forth in Robert's Rules of Order shall govern all meetings of the Commission unless as otherwise herein provided.

Article 8 - Reports

Section 1: Quarterly Reports
The Commission shall file with the Mayor and Board of Supervisors at quarterly intervals a detailed report of all transactions of the ~~Commission~~ Department, including a statement of all revenues and expenditures.

Section 2: Annual Reports
The Commission shall publish by ~~June 30~~ July 15 of each year the annual report of the ~~Commission~~

Article 9 - Parking Authority

Section 1: Composition
The members of the Commission also shall serve ex officio as members of the Parking Authority, as provided in California Streets and Highways Code Section 32657 and Resolution No. 91-26 of the Board of Supervisors.

Section 2: Rules of Order
The rules of the Commission also shall serve as the Rules of Order of the Parking Authority.

Article 10 - Adoption and Amendment

Section 1: Adoption
The adoption of these Rules of Order shall be by motion and shall require an affirmative vote of a majority of the members of the Commission.

Section 2: Amendment
These rules may be amended in the same manner in which they were adopted, provided that the proposed amendment is included in the notice of the meeting at which it is acted upon.

SEP 1

INTERIM RULES AND REGULATIONS OF THE PARKING AND TRAFFIC COMMISSION

Article 1 - ~~Commission~~ NAME

Section 1: ~~Official~~ Name

The ~~official~~ name of the Commission shall be Parking and Traffic Commission of the City and County of San Francisco.

Section 2: Short Name

The official name of the Parking and Traffic Commission, in common usage, may be shortened to San Francisco Parking and Traffic Commission (SFPTC).

Article 2 - Purpose

Section 1: Purpose

The purpose of the Commission shall be to manage and control the Department of Parking and Traffic which shall have responsibility for all parking and traffic functions of the City and County of San Francisco, except where the authority or duty to discharge those functions and duties is placed in another official or agency by the Charter of the City and County of San Francisco or by state law.

Article 3 - Definitions

Section 1: Definitions

The following terms, wherever used or r ferred to in these Regulations, shall have the following respective meanings, unless a different meaning is clearly made apparent by the context:

(a) "Commission" or "Parking Commission" shall mean the Parking and Traffic Commission of the City and County of San Francisco, as established in Part 22 of the Charter of the City and County of San Francisco. Pursuant to Section 32657 of the Streets and Highways Code and Resolution No. 9126 of the Board of Supervisors, the members of the Commission shall also serve exofficio as members of the Parking Authority of the City and County of San Francisco.

(b) "City" shall mean the City and County of San Francisco.

(c) Legislative Body" shall mean the Board of Supervisors of the City and County of San Francisco.

(d) "Mayor" shall mean the Mayor of the City and County of San Francisco.

9 of Draft Rules
not cited in text

Deleted from Draft Rules. Terms not cited in text of document

(e) "State public body" means the State of California, or any city, city and county, county, district, authority, or any other subdivision or public body of the State.

(f) "Indenture" as used in these Regulations shall mean ordinance, resolution, or indenture which may be passed, adopted or entered into by the Commission or by the Board of Supervisors.

(g) "Clause" shall include article, section, subsection, paragraph, sentence or provision.

Article 4 - Members

provision inaccurate

Section 1: Appointments

The Mayor of the City and County of San Francisco shall appoint, ~~with the approval of the Board of Supervisors of said City and County,~~ five resident electors of the City and County of San Francisco as members of the Commission.

Section 2: Powers

The powers of the Commission shall be vested in the members thereof in office.

Section 3: Compensation

Members of the Commission shall receive their actual and necessary expenses, including traveling expenses, and compensation of $100 per month as provided in Part 22 of the Charter.

deleted language not relevant to new Commission

Section 4: Terms

The term of each member shall be for four years; provided that the first five Commissioners to be appointed by the Mayor to take office upon December 5, 1988, the effective date of Part Twenty-two of the Charter of the City and County of San Francisco, shall, by lot classify their terms so that the term of one Commissioner shall expire at 12:00 o'clock noon on each of the first, second and third anniversaries of such date, respectively; and, the terms of the remaining two Commissioners shall expire at 12:00 o'clock noon on the fourth anniversary of said effective date; and, on the expiration of these and successive terms of office, the Mayor shall appoint Commissioners for four-year terms. Any person may serve concurrently as a member of the San Francisco Parking Authority and the Parking and Traffic Commission. A member shall hold office until his successor has been appointed and has been qualified for office.

Section re-phrased in Draft Rules

Section 5: ~~Chair~~ President and Vice ~~Chair~~ President, Election

When the office of the Chair or Vice Chair becomes vacant the Commission shall elect a Chair and Vice Chair from among its members. Except for vacancy, election of the Chair and Vice Chair

shall be held at the first Regular Meeting of the Commission held after the 5th day of December of each year, or at a subsequent meeting, the date of which shall be fixed by the Commission at its first Regular Meeting held after the 5th day of December of each year.

Section re-phrased in Draft Rules:

Section 6: ~~Chair~~ President and Vice ~~Chair~~ President, Term

The term of the office of Chair and Vice Chair of the Commission, unless otherwise prescribed by the Board of Supervisors, shall be for the calendar year or for that portion thereof remaining after such Chair and Vice Chair is elected.

Article 5 - Officers

Deleted from Draft Rules Pertain to Parking Authority

Section 1: ~~Appointments~~

All regular officers of the Commission shall be appointed by the Commission.

Section 2: Regular Officers

Regular officers of the Commission shall include a Director and such other officers as are necessary, who shall also serve to carry out the duties and functions of the Commission as well as the duties and functions of the San Francisco Parking Authority.

Section 3: Term of Office

The term of office of all officers of the Commission shall be determined by the members of the Commission and in compliance with the rules and regulations of the Civil Service Commission of the City and County of San Francisco.

Article 6 - Personnel

Reference in Article 5 & 6 of Draft Rules

Section 1: Establishment of Positions

The Commission may, by Resolution, establish such positions within the Commission as it considers necessary to effect the purposes of the Commission. Establishment of such positions shall be subject to the laws of the State of California and th City and County of San Francisco, as well as the rules and regulations of the Civil Service Commission of the City and County of San Francisco, and the availability of funds for such purpose.

Not within PTC jurisdiction

Section 2: Compensation of Personnel

Compensation of Commission personnel shall be in accord with the provisions of the Civil Service Commission of the City and County of San Francisco and such Salary Standardization ordinances as may b adopted by the Board of Supervisors.

Article 7 - Duties

Section 1: ~~Chair~~ President

The Chair shall preside at all meetings of the Commission. The Chair shall have the right to appoint all committees and assign members and shall perform all other duties necessary or incidental to the office. The Chair shall have the right to call meetings of the Commission and to set the time, date and place of such meetings, consistent with Section 2, Article 8 of these Regulations.

Section 2: Vice ~~Chair~~ President

Any member of the Commission holding the position of Vice Chair shall have the full rights of Chair and shall perform all of the duties of Chair in the absence of the Chair.

Determined unnecessary Referenced in Article 6

Section 3: Compensation

The Chair and Vice Chair shall serve in such capacities without compensation for such services, other than compensation as may be provided in accord with Section 3, Article 4 of these Regulations.

Section 4: Director:

The Director shall perform all duties subject to the approval of the Commission. He/She shall be responsible for the operation and conduct of the affairs of the Commission in accord with policies determined by the Commission.

Determined unnecessary Referenced in Article 8

Section 5: Additional Duties

The officers of the Commission shall perform such other duties and functions as may, from time to time, be required by the Commission or by the Rules or Regulations of the Commission, subject to limitations established by the Board of Supervisors.

Section 6: Reports

The Commission shall file with the Board of Supervisors at quarterly intervals a detailed report of all of the transactions of the Commission, including a statement of all revenues and expenditures.

The Commission shall cause to be published as of the last day of each fiscal year the annual report of the Commission and see to distribution of same.

Article 8 - Meeting

Section 1: Office

The office of the Commission shall be at 25 Van Ness Avenue, Suite 410, San Francisco, or at such other locations within the City and County of San Francisco as the Commission may, by Resolution, designate as official quarters.

Section 2: Meetings

The Regular Meetings of the Commission shall be held every first and third Tuesday of each month at Room 282 of City Hall, commencing at 1:30 p.m. Such meetings shall be open to the public. If the regular meeting date falls on a legal holiday the Commission or the Chair may fix another date therefor.

Due public notice shall be given of all regular and special meetings. Newspaper publicity and mailings to interested groups or individuals shall constitute due public notice and three (3) days shall be considered sufficient time for such public notice.

Section 3: Special Meetings

Special Meetings of the Commission shall be open to the public and shall be held at such time and place as the Commission may determine, or may be called by the Chair for any time and place and must be called by the Chair upon the written request of three members of the Commission, filed with the Director of the Department of Parking and Traffic. Due public notice must be given of all such Special Meetings. Any or all business of the Commission may be transacted at such Special Meetings.

Section 4: Hearings

A public hearing may be held on any matter pending before the Commission at either a Regular or Special Meeting at the time and place set forth in the notice of such meeting and such pending matter shall be decided at said hearing or shall be taken under submission and after adjournment of the public hearing further consideration thereof shall be taken by the Commission at such Regular or special Meeting or at later Regular or Special Meetings.

Section 5: Notice

Written notice of the time and place of every meeting of the Commission shall be given to members of the Commission at least two days prior to the time of such meeting.

Section 6: Quorum

A quorum for the transaction of official business shall consist of three members of the Commission present at the meeting.

Section 7: Voting

Every official act of the Commission shall be adopted by majority vote. A majority vote shall mean a majority of all members of the Commission present when a quorum is present except as required by provisions subject to any Brown Act requirements that are more restrictive.

Section 8: Order of Business

At all meetings of the Commission the order of business of the meeting shall include the following:

1. Roll Call
2. Approval of Minutes Not Previously Adopted
3. Report by the Staff
4. Unfinished Business
5. New Business
6. Adjournment

Section 9: Parliamentary Procedure
The Rule of Parliamentary Procedure as set forth in Robert's rules of Order shall govern all meetings of the Commission, unless as otherwise herein provided.

Article 9: Amendments

Section 1: Amendment
These Regulations may be amended by the Commission at any Regular or Special meeting by a majority vote of those present, if a quorum is present, provided that the proposed amendment to any action is included in the notice of the meeting.

Article 10 - Policies

Section 1: Publicity
No member of the Commission shall give or furnish any official information or release to the press, but shall direct all inquiries to the Staff of the Commission which shall act for the Commission as directed after consultation with the Chairman or the Commission.

Certification

We, the undersigned, being all the members of the Parking and Traffic Commission of the City and County of San Francisco, hereby certify that the foregoing Regulations were duly adopted by all members of the Commission present at a meeting held August 1, 1989 and that said Regulations constitute and are the By-Laws of the Commission.

_____, Chairman

_____, Vice Chairman

_____, Member

_____, Member

_____,Member

Certified: _____, Director

PARKING AND TRAFFIC COMMISSION

25 VAN NESS AVENUE, SUITE 880
SAN FRANCISCO, CALIFORNIA 94102
554-PARK

OF THE CITY AND COUNTY OF SAN FRANCISCO

FRANK JORDAN, Mayor

NOTICE

REGULAR MEETING OF THE PARKING AND TRAFFIC COMMISSION
SPECIAL MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

Tuesday, July 21, 1992
4:00 p.m.

Room 282, City Hall
San Francisco, California

AGENDA

REGULAR MEETING OF THE PARKING AND TRAFFIC COMMISSION

1. ROLL CALL

2. ADOPTION OF MINUTES

   Meetings of the Parking and Traffic Commission held on June 30, 1992 and July 7, 1992

3. ACTING DIRECTOR'S REPORT

4. COMMISSIONERS' QUESTIONS AND MATTERS

5. UNFINISHED BUSINESS

   a. Election of Commission Vice President
   b. Continued Briefing of Commission

6. NEW BUSINESS

   a. Discussion of Personnel Matters

7. PUBLIC COMMENT

   The public may address the Parking and Traffic Commission on any matter within the jurisdiction of the Commission. This should not relate to any item on this agenda since public comment will be taken as each agenda item is discussed. The Chair requests that each person addressing the Commission limit herself/himself to five minutes.

8. ADJOURNMENT

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RECONVENE

SPECIAL MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

Continued on Back of Page

1. *ROLL CALL*

2. *ADOPTION OF MINUTES*

   Meetings of the San Francisco Parking Authority held on June 30, 1992 and July 7, 1992

3. *UNFINISHED BUSINESS*

   a. Election of Commission Vice President

4. *NEW BUSINESS*

   a. Discussion of Personnel Matters

5. *PUBLIC COMMENT*

6. *ADJOURNMENT*

PARKING AND TRAFFIC COMMISSION

25 VAN NESS AVENUE, SUITE 880
SAN FRANCISCO, CALIFORNIA 94102
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CITY AND COUNTY OF SAN FRANCISCO

FRANK M. JORDAN, Mayor

92

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MEETING REPORT

REGULAR MEETING OF THE PARKING AND TRAFFIC COMMISSION
SPECIAL MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

Tuesday, July 21, 1992
4:00 p.m.
City Hall, Room 282
San Francisco, California 94102

PRESENT:

Commissioners: John L. Molinari, President
Steve Heminger
Frederick E. Jordan
Betty Louie
Manuel A. Rosales

Staff: Tim Johnson, Acting Executive Director
Kevin Hagerty, Director of the San Francisco Parking Authority
Larry Wayte, Deputy City Attorney
Renee Faison, Commission Secretary

The Commission President called the meeting to order at 4:02 p.m.

ROLL CALL

The roll call indicated Quorum present.

APPROVAL OF MINUTES

The Commission Secretary noted a typographical error in the June 30, 1992 Commission Minutes. Page one should read "Special Meeting of the Parking and Traffic Commission" instead of "Regular Meeting."

Commissioner Rosales questioned if the current Commission has the authority to approve Minutes of a meeting held by the prior Commission. The President of the Commission opined that the Minutes can be approved with the Commission Secretary's certification that the Minutes are correct.

On motion of Commissioner Heminger, seconded by Commissioner Louie, the Minutes of the June 30, 1992 and the July 7, 1992 Minutes were approved.

VOTE: *AYES* - Members Heminger, Jordan, Louie, Molinari and Rosales
NOES - None
EXCUSED - None

*

The President reported that a representative from Civil Service is expected to attend the Commission meeting to answer questions regarding the Executive Director position announcement. The President announced that the Commission will hear the personnel matter when the representative arrives.

ACTING DIRECTOR'S REPORT

The Acting Executive Director provided the Commission with a written report prior to the Commission meeting. In addition, the Acting Director reported on the progress made on a matter brought before the Commission on July 7, 1992 concerning parking violations at Seventh and Bryant Streets. He stated that the area has been painted crosshatched and signage has been changed to indicate "Tow-Away, No Parking Anytime" in order to deter illegal parkers.

*

Commissioner Heminger inquired about the Department's role on the State Legislation Committee which advises the City lobbyist in Sacramento. The Acting Executive Director replied that the Department is not a member of the Committee but serves in an advisory capacity to the lobbyist. In addition, the Department is active in the California Public Parking Association which has a lobbyist in Sacramento.

COMMISSIONERS' QUESTIONS AND MATTERS

Commissioner Heminger reported on the Rules Committee meeting held at 2:00 p.m. on July 21, 1992. The Commissioner stated that a second meeting is scheduled for August 4, 1992 at 2:30 p.m. and a report to the full Commission will be prepared for the August 18, 1992 meeting.

*

Commissioner Heminger reported on a suggestion which was made to him regarding parking permits for the Grove Street-side of City Hall. He stated that it was recommended that permits be restricted to City vehicles and not include private vehicles driven by City employees. The matter was briefly discussed and the Commission President instructed the Acting Executive Director to meet with the Chief Administrative Officer to discuss the matter.

*

The Commission President asked the Director of the Parking Authority to investigate the possibility of using a parking lot in the Civic Center area for short-term City Hall parking. The Director of the Parking Authority acknowledged the request.

UNFINISHED BUSINESS

Election of Commission Vice President

On motion of Commissioner Louie, seconded by Commissioner Rosales, Commissioner Jordan was nominated Vice President of the Parking and Traffic Commission.

VOTE:	*AYES* -	Members Heminger, Jordan, Louie, Molinari and Rosales
	NOES -	None
	EXCUSED -	None

Continued Briefing of the Commission

Residential Permit Program

Maryellen Horgan provided the members with a briefing on the Residential Parking Program.

Commissioner Heminger inquired about the decline in the number of permits issued in Fiscal Year 1991-92 from the previous fiscal year. The Acting Executive Director explained that the Tax Collector's Office, which had jurisdiction over the permits in Fiscal Year 1990-91, was short staffed and did not have the monitoring process which is currently being used by the Program. Therefore, the figures from 1990-91 are not as accurate as the 1991-92 figures.

The Commission President requested that the staff develop a better system for placing license plate numbers on the permits. The numbers currently are printed on the permits in felt tip pen. Ms. Horgan indicated that a task force has been formed to address issues of that nature.

Public Comment

Virginia Conway, a resident of San Francisco, requested that the Commission investigate parking on Telegraph Hill. She stated that residents in the area find it impossible to park near their homes. The President of the Commission acknowledged Ms. Conway's request.

The President of the Commission noted that many residents of private streets are issued Residential Parking Permits to park in

areas surrounding their homes. He implied that the practice is unfair and asked staff to investigate the matter.

NEW BUSINESS

Discussion of Personnel Matters

Carol Sam, the Assistant Secretary of the Civil Service Commission, addressed the Commission concerning the Executive Director position announcement. She answered questions concerning possible modifications to the announcement and counseled the members generally about the document.

The President of the Commission suggested that language be included in the document indicating that a candidate's years of experience be a substitution for a degree. Commissioner Rosales agreed with the Commissioner. Ms. Sam stated that the Commission is empowered to make that substitution in the qualification and she suggested possible wording for the announcement.

The members discussed the matter and concluded that the degree requirement would remain in the language of the announcement as a desired qualification but that inquirers can be told that a degree is not a mandatory requirement.

The Vice President of the Commission stated that there is no degree in transportation. However, there is a degree in civil engineering with a focus on transportation. He suggested that this degree be a requirement for the candidate of the position. Commissioner Rosales opined that it would be more important to have a Director with strong managerial attributes rather than specialized degrees.

Commissioner Louie requested that the Acting Executive Director describe his current duties. The Acting Executive Director replied that he works internally with the various division managers, providing them with the necessary tools and direction to accomplish their goals. He stated that he works with groups such as the Board of Supervisors, the Commissioners, business community, etc. acting as the official voice for the Department. He noted that the position is not one of a technocrat because of the diversity of the position.

Commissioner Louie suggested that there be a requirement in the position that the candidate have experience in management of a large Department. She noted that managing 10 individuals is very different from managing 400 individuals. The members agreed.

The President of the Commission noted his desire to select a candidate from the Bay Area. He stated that in the past the City has conducted nationwide searches for department directors. He commented on the vast talent of residents of the Bay Area and suggested that the candidate live in the area.

Following discussion, the members agreed to the following modifications to the announcement:

Under the Examples of Duties section, third paragraph, wording be included that the Director directs parking policies and operations of off-street programs through the Director of the San Francisco Parking Authority.

Under Training and Experience section, wording be changed to read " A Baccalaureate degree from an accredited four year college or university, with major course work in business or public administration, civil engineering or a related field. Major course work in business, public administration, civil engineering or related fields. Seven to ten years of progressive management experience, of which at least three years has been in a large governmental jurisdiction or private sector equivalent."

Under the Desirable Qualifications section, include language from the Ideal Candidate section from San Jose announcement.

On motion of Commissioner Rosales, seconded by Commissioner Louie, the position announcement of the Director of the Department of Parking and Traffic was modified.

VOTE:	*AYES* -	Members Heminger, Jordan, Louie, Molinari and Rosales
	NOES -	None
	EXCUSED -	None

The President instructed the Commission Secretary to prepare the announcement, provide copies to the Commissioners for approval and re-circulate the announcement. The Commission Secretary acknowledged the request.

The President called for a break at 5:28 p.m. The meeting reconvened at 5:40 p.m.

Briefing on Parking and Traffic Operations

Ben Beckman, the Director of Operations of the Department, briefed the Commissioners on Parking and Traffic Operations including parking meters, traffic signals, the sign shop and the paint shop.

The Commission asked several questions which the Director of Operations responded to. The Director of Operations will follow up information on the following:

The use of incandescent traffic signal lights rather than the longer-lasting Light Emitting Diode signal lights.

The criteria for location of street name signs installed at intersections.

The use of low, double-post aluminum sign frames rather than the typical high signal posts.

Installing "two-way" and "four-way" signs below "stop" signs.

Improving the appearance of San Francisco's Street signs by using different colors or shapes.

Public Comment

David Pilpel, resident of San Francisco, inquired about maintenance of painted street zones. The Director of Operations reported that a shortage of staff has made it difficult to maintain an ongoing maintenance program; however, he indicated that attempts are being made to address replacement painting.

PUBLIC COMMENT

David Pilpel made the following comments:

1. As a result of several requests, ISCOTT agendas are being issued in a timely fashion.
2. All Departmental correspondence should be placed on the proper letterhead.
3. Memoranda to the Commission should be routed through the Commission Secretary or the Director.
4. Public Comment section of the meeting should be scheduled earlier in the meeting.
5. The change in meeting times should be noted in a single insertion in the City's newspapers.

*

The Commission Secretary read a note from Richard Robertson, a resident of San Francisco. He informed the Commission that all of the issues that he raised at the July 7, 1992 Commission meeting have been addressed by staff.

ADJOURNMENT

The Parking and Traffic Commission meeting adjourned at 6:43 p.m.

RECONVENE

SPECIAL MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

The Commission President called the meeting to order at 6:43 p.m.

ROLL CALL

The roll call indicated Quorum present.

APPROVAL OF MINUTES

The Secretary noted the correction in the July 7, 1992 meeting Minutes. She stated that the deadline date for applications of the Executive Director position should read September 21, 1992 and not September 20, 1992.

On motion of Commissioner Rosales, seconded by Commissioner Heminger, the Minutes of the June 30, 1992 and July 7, 1992 meetings of the Commission were adopted with the change noted.

VOTE:	*AYES* -	Members Heminger, Jordan, Louie, Molinari and Rosales
	NOES -	None
	EXCUSED -	None

NEW BUSINESS

Election of Commission Vice President

On motion of Commissioner Louie, seconded by Commissioner Rosales, Commissioner Jordan was nominated Vice President of the Parking Authority Commission.

VOTE:	*AYES* -	Members Heminger, Jordan, Louie, Molinari and Rosales
	NOES -	None
	EXCUSED -	None

*

The President of the Commission noted that the Deputy City Attorney has determined that the Parking Authority meetings are Regular meetings and not Special meetings.

*

Commissioner Rosales inquired about off-street parking plans of the Department. The Acting Executive Director stated that future plans have been stifled due to the transfer to the General Fund of $4 million in Off-Street Parking reserve funds and an additional

$2 million in funds. This transfer was requested by the Mayor to alleviate the budget deficit.

PUBLIC COMMENT

David Pilpel asked if the Assistant Director of the Parking Authority position is an exempt position. The Director of Personnel stated that the position is part of the Streets and Highway Code which was adopted as a part of the Administrative Code. The Acting Executive Director indicated that information will be provided to Mr. Pilpel on the matter.

Mr. Pilpel asked if the Director of the Parking Authority will be required to submit a written Director 's Report. The President of the Commission stated that the Commission will review the matter.

ADJOURNMENT

The meeting adjourned at 6:50 p.m.

Respectfully submitted,

Renee Faison
Commission Secretary

PARKING AND TRAFFIC COMMISSION

25 VAN NESS AVENUE, SUITE 880
SAN FRANCISCO, CALIFORNIA 94102
554-PARK

CITY AND COUNTY OF SAN FRANCISCO

FRANK M. JORDAN, Mayor

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NOTICE

REGULAR MEETINGS OF THE PARKING AND TRAFFIC COMMISSION AND THE SAN FRANCISCO PARKING AUTHORITY

Tuesday, August 4, 1992
4:00 p.m.

Room 282, City Hall
San Francisco, California

AGENDA

PARKING AND TRAFFIC COMMISSION

1. *ROLL CALL*

2. *ADOPTION OF MINUTES*

   Meeting of the Parking and Traffic Commission held on July 21, 1992

3. *ACTING DIRECTOR'S REPORT*

4. *COMMISSIONERS' QUESTIONS AND MATTERS*

5. *UNFINISHED BUSINESS*

   a. Briefing of Commission - Enforcement Issues
   b. Discussion of Personnel Matters

6. *NEW BUSINESS*

   a. Department of Public Works Briefing on Street Sweeping

7. *PUBLIC COMMENT*

   The public may address the Parking and Traffic Commission on any matter within the jurisdiction of the Commission. This should not relate to any item on this agenda since public comment will be taken as each agenda item is discussed. The President requests that each person addressing the Commission limit herself/himself to five minutes.

8. *ADJOURNMENT*

(Continued on Back of Page)

RECONVENE

MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

1. *ROLL CALL*

2. *ADOPTION OF MINUTES*

   Meeting of the San Francisco Parking Authority held on July 21, 1992

3. *UNFINISHED BUSINESS*

   a. Briefing of Commission - Off-Street Parking

4. *PUBLIC COMMENT*

5. *ADJOURNMENT*

PARKING AND TRAFFIC COMMISSION

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CITY AND COUNTY OF SAN FRANCISCO

FRANK M. JORDAN, Mayor

MEETING REPORT

REGULAR MEETINGS OF THE PARKING AND TRAFFIC COMMISSION AND SAN FRANCISCO PARKING AUTHORITY

Tuesday, August 4, 1992
4:00 p.m.
City Hall, Room 282
San Francisco, California 94102

PRESENT:

Commissioners:	John L. Molinari, President Steve Heminger Frederick E. Jordan Betty Louie Manuel A. Rosales
Staff:	Tim Johnson, Acting Executive Director Kevin Hagerty, Director of the San Francisco Parking Authority Larry Wayte, Deputy City Attorney Renee Faison, Commission Secretary

The Commission President called the meeting to order at 4:01 p.m.

ROLL CALL

The roll call indicated Quorum present. Commissioner Rosales entered the meeting at 4:03 p.m.

APPROVAL OF MINUTES

The Vice President requested that page 4, paragraph 5, line 3 of the July 21, 1992 Minutes be changed to read: "He suggested that this be one of the requirements in considering a candidate for the position."

On motion of the Vice President, seconded by Commissioner Louie, the Minutes of the July 21, 1992 meeting of the Commission were approved.

VOTE:	*AYES* -	Members Heminger, Jordan, Louie, Molinari and Rosales
	NOES -	None
	EXCUSED -	None

NEW BUSINESS

At the President of the Commission's request, the matter of street cleaning in San Francisco was calendared for discussion. John Busher, representing the Bureau of Street Cleaning and Urban Forestry, provided information on street sweeping routes and schedules in San Francisco.

The President of the Commission expressed an interest in having street sweeping hours changed in the residential areas where street sweeping is currently conducted before 8:00 a.m. The Commissioner suggested having the cleaning conducted from 9:00 a.m. to 5:00 p.m. or from 8:00 a.m. to 4:00 p.m. He opined that street sweeping should be conducted at the convenience of residents and asked Mr. Busher if the Bureau of Street Cleaning would consider a change in policy.

Mr. Busher suggested that a change in the street sweeping schedule in residential areas adjacent to business districts would conflict with business traffic and may be a safety hazard for school children. Mr. Busher indicated that the Bureau would not consider a change in schedule without a petition and public hearing process.

The matter was discussed at length. The Acting Executive Director was instructed to identify and report to the Commission on the number of citations which have recently been issued as a result of early morning street cleaning in residential areas. In addition, the Acting Executive Director was instructed to confer with the Traffic Engineering Department and to report back to the Commission regarding the impact of changing the street sweeping routes in residential areas adjacent to commercial districts.

The President of the Commission requested that the street sweeping matter be continued for discussion at the September 15, 1992 meeting of the Commission. The members agreed.

The President indicated that he will accompany a street sweeping crew on a cleaning route prior to the September 15, 1992 meeting of the Commission.

DIRECTOR'S REPORT

The Acting Executive Director presented a written report to the members prior to the Commission meeting. In addition, he informed the Commission that City agency department directors and fiscal officers are scheduled to meet with the Mayor's Budget Office on August 5, 1992 regarding the City's Budget. A report on that meeting will be provided by the Director at a later date.

COMMISSIONERS' QUESTIONS AND MATTERS

Commissioner Heminger commented on an article which appeared in the July 21, 1992 Independent newspaper regarding public restrooms in the City. He inquired about the condition of the restrooms at City-owned and operated garages and lots.

Marvin Marx, representing the Sutter Stockton Garage, addressed the members on the matter. He acknowledged that cleanliness of the restrooms in the Garage is a problem. He stated that the Garage will address the issue and intensify maintenance efforts.

The Commission members questioned the Director of the Parking Authority on the matter. The Director acknowledged that the maintenance at City garages and lots has been inadequate and indicated that maintenance will be improved.

The Commission suggested having maintenance specificity in garage contracts.

Public Comment

Richard Robertson, a resident of San Francisco, stated that Australia has been successful in addressing the issue of cleanliness in public restroom. He suggested that San Francisco adopt the Australian policy of frequent cleaning.

Ted Theodus, a former service station operator, suggested locking all garage restrooms and having the restrooms monitored by an attendant.

Jeanette Sperick, a resident of San Francisco, commented on the inadequate condition of City garage restrooms.

*

Commissioner Heminger commented on an article which appeared in the Examiner newspaper on July 26, 1992 concerning pedestrian fatalities. He asked if the Traffic Engineering Division monitors areas in which a sudden rise in pedestrian fatalities has occurred. The City Traffic Engineer responded to the Commissioner noting that high accident locations are investigated to determine cause and remedy. He noted that the engineers have determined that accidents increase with increased levels of congestion.

*

The President of the Commission commented on the lack of enforcement at red lights and the need for more solo motorcycle enforcement.

*

Commissioner Heminger reported that the presentation of the Proposed Rules of Order of the Parking and Traffic Commission will be calendared for the August 18, 1992 meeting of the Commission. Adoption of the Rules is scheduled to occur at the September 1, 1992 meeting of the Commission.

*

Commissioner Heminger noted that the Department and the Parking Authority has been delinquent in producing Annual Reports and Quarterly Reports. The members questioned staff concerning the matter and instructed staff to prepare the Annual Report for Fiscal Year 1991-1992 and the Quarterly Report for the period ending June 30, 1992. In addition, staff was instructed to continue the process on an ongoing basis.

*

The Vice President of the Commission inquired about the shortage of traffic engineers in the Department. The Acting Executive Director reported on the matter and noted that many vacancies occurred in the Traffic Engineering Division as a result of the early retirement program which was recently offered by the City. He noted that those vacant positions will be filled in 30 days.

*

Commissioner Rosales inquired about Embarcadero Waterfront projects. The President reported that the Chief Administrative Officer has offered to brief the members at the August 18, 1992 meeting of the Commission regarding the Department of Parking and Traffic's role in the Embarcadero projects.

*

Commissioner Louie inquired about the a group called the Parking Vigilantes of San Francisco. The Acting Executive Director reported that the group is comprised of citizens who have taken a special interest in increasing enforcement in the City, particularly enforcement of illegal sidewalk parking. He noted that the Department is responding to the group's concerns.

*

The President instructed the Parking Authority Director to provide the Commission with financial information on the bids for new revenue control equipment of the Sutter Stockton Garage. The Director of the Parking Authority acknowledged the request.

*

The President commented on the signage at the Lombard Street Garage. He indicated that better signage is needed and asked the Acting Executive Director to investigate the matter. The Acting

Executive Director stated that the staff will address the matter and present a proposal to the members for review.

Public Comment

Norman Rolfe, representing San Francisco Tomorrow, suggested that signage and advertising for the Lombard Street Parking Garage be the responsibility of the merchants in the area.

Russ Presting, representing Onorato Garages, inquired about having an entrance to the Lombard Garage on Lombard Street. The Director of the Parking Authority reported that the State Highway Code prevents the Garage from having an entrance on Lombard Street. He explained that Lombard Street is governed by the State.

*

Toni McCante, a resident of San Francisco, addressed the members at the July 7, 1992 Commission meeting concerning the heavy truck traffic on Vermont and Mariposa Streets. Ms. McCante had complained about the truck traffic and requested that trucks be prohibited from using the freeway exit at Vermont Street. At the July meeting, the President of the Commission instructed the Traffic Engineering Division to investigate the matter and report back to the Commission at the August 4, 1992 meeting.

The City Traffic Engineer reported that his staff had investigated the matter. He stated that Cal Trans would not be receptive to a full-time restriction of truck traffic at the freeway exit on Vermont Street. He recommended that the Commission suggest a part-time truck traffic restriction at the off ramp of the freeway. He noted that the Traffic Engineering Division would provided the signage both on the freeway and on Vermont Street. In addition, the Engineer noted that I-280 will be opening in December, 1992 and the truck traffic problem on Vermont should be eased at that time.

Public Comment

Ted Theodus stated that he owns three pieces of property in the area. Mr. Theodus is having difficulty in selling his homes because of their proximity to Vermont Street.

Commissioner Rosales moved to direct the Department to work with Cal Trans to obtain cooperation for installing signage on the 101 Freeway which would restrict the weight of trucks exiting at Vermont Street.

The motion was seconded by Commissioner Jordan.

VOTE:	*AYES* -	Members Heminger, Jordan, Louie, Molinari and Rosales
	NOES -	None
	EXCUSED -	None

The President called for a break in the meeting at 6:06 p.m. The meeting reconvened at 6:21 p.m.

*

The President announced that during the break in the meeting, the Acting Executive Director requested that the Commission rescind the previous action and hold the matter on the Commission calendar to the call of the President following a public hearing.

On motion of Commissioner Heminger, seconded by Commissioner Louie, the vote on the Vermont Street truck matter was rescinded.

VOTE:	*AYES* -	Members Heminger, Jordan, Louie, Molinari and Rosales
	NOES -	None
	EXCUSED -	None

The Acting Executive Director noted that a decision will be brought before the Commission for formal ratification following the public hearing process.

On motion of Commissioner Heminger, seconded by Commissioner Louie, the Commission Secretary was instructed to prepare a letter to the Acting Executive Director directing him to go forward with a public hearing process on the matter bearing in mind the testimony of the public and the Commission's wishes on the matter.

VOTE:	*AYES* -	Members Heminger, Jordan, Louie, Molinari and Rosales
	NOES -	None
	EXCUSED -	None

UNFINISHED BUSINESS

Briefing of the Commission

The Acting Executive Director briefed the Commission on the Enforcement Division. He described the activities and goals of the

Division, the work assignments of the Parking Control Officers, the morale and training of officers.

The members suggested that at a future date, current enforcement policies be examined.

Discussion of Personnel Matters

The President reported on the changing of the closing date for receipt of applications for the Executive Director position. The closing date was changed at the Mayor's request, and with Commission approval, from September 21, 1992 to August 21, 1992.

The President outlined the procedure for review of the applications. He instructed the Commission Secretary to forward photocopies of each application to the members on August 24, 1992. The members will review those applications and choose 5 candidates. Discussion of the candidate will occur during an Executive Session on September 1, 1992.

PUBLIC COMMENT

Jon Ivanish, a tour bus driver, addressed the Commission concerning tour bus parking at Pier 39 at Fisherman's Wharf. He complained that parking citations are being issued to the tour bus drivers each day at the drivers expense. He requested that designated parking spaces be assigned for the tour buses at Fisherman's Wharf.

The President recommended that a portion of Bay Street between Kearny and Midway Streets be used for tour bus parking and instructed the Acting Executive Director to investigate the matter.

*

Virginia Conway, a resident of San Francisco, requested the Department staff investigate motorcycle sidewalk parking on Sacramento and Steiner Streets. The staff acknowledged the request.

*

Richard Robertson, a resident of San Francisco, addressed the members concerning unequal enforcement and parking around City Hall. He stated that persons are parking in the permit parking areas at City Hall without valid permits. He also complained about the illegal parking on Grove Street. The President acknowledged Mr. Robertson's concerns and stated that the matter will be addressed.

ADJOURNMENT

The Parking and Traffic Commission meeting adjourned at 7:38 p.m.

RECONVENE

REGULAR MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

The Commission President called the meeting to order at 7:40 p.m.

ROLL CALL

The roll call indicated Quorum present.

APPROVAL OF MINUTES

On motion of Commissioner Rosales, seconded by Commissioner Heminger, the Minutes of the July 21, 1992 meeting of the Parking Authority were approved.

VOTE:	*AYES* -	Members Heminger, Jordan, Louie, Molinari and Rosales
	NOES -	None
	EXCUSED -	None

UNFINISHED BUSINESS

Briefing of Commission

The briefing of the Commission on Off-Street Parking was continued for the August 18, 1992 meeting of the Commission

ADJOURNMENT

The meeting adjourned at 7:45 p.m.

Respectfully submitted,

Renee Faison
Commission Secretary

PARKING AND TRAFFIC COMMISSION

25 VAN NESS AVENUE, SUITE 880
SAN FRANCISCO, CALIFORNIA 94102
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CITY AND COUNTY OF SAN FRANCISCO

FRANK M. JORDAN, Mayor

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NOTICE

REGULAR MEETINGS OF THE PARKING AND TRAFFIC COMMISSION AND THE SAN FRANCISCO PARKING AUTHORITY

Tuesday, August 18, 1992
4:00 p.m.

Room 282, City Hall
San Francisco, California

AGENDA

PARKING AND TRAFFIC COMMISSION

1. *ROLL CALL*

2. *ADOPTION OF MINUTES*

   Meeting of the Parking and Traffic Commission held on August 4, 1992

3. *ACTING DIRECTOR'S REPORT*

4. *COMMISSIONERS' QUESTIONS AND MATTERS*

5. *UNFINISHED BUSINESS*

   a. Presentation of the Proposed Rules of Order of the Parking and Traffic Commission and Parking Authority

   b. Organizational Structure of the Department of Parking and Traffic

6. *NEW BUSINESS*

   a. Briefing of the Commission on Waterfront Transportation Projects by the Chief Administrative Officer

   b. Resolution Authorizing the Acting Executive Director of the Department of Parking and Traffic to Apply for a Grant in the Amount of $200,000 for a Traffic Signal Interconnection Project on 19th Avenue, Foregoing Reimbursement of Indirect Costs

   c. Recommendations by Commissioner Jordan

      1. Twenty percent Increase in Net Revenue
      2. Revenue Increase/Savings Task Force
      3. Commissioner Parking Permits

4. Parking Enforcement Policy
5. List of Contracts
6. Appointment of Civil Rights Officer
7. Business Opportunity Briefings
8. Site Visits by Director
9. Newspaper Clippings

7. *PUBLIC COMMENT*

The public may address the Parking and Traffic Commission on any matter within the jurisdiction of the Commission. This should not relate to any item on this agenda since public comment will be taken as each agenda item is discussed. The President requests that each person addressing the Commission limit herself/himself to five minutes.

8. *ADJOURNMENT*

RECONVENE

MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

1. *ROLL CALL*

2. *ADOPTION OF MINUTES*

Meeting of the San Francisco Parking Authority held on August 4, 1992

3. *UNFINISHED BUSINESS*

a. Briefing of Commission Regarding Off-Street Parking

4. *NEW BUSINESS*

a. Resolution Recommending the San Francisco Board of Supervisors Concur with the Controller's Certification that Maintenance Services for Facilities of the Department of Parking and Traffic Can be Practically Performed by a Private Contractor for Lower Cost than Similar Work Performed by City and County Employees

b. Resolution Recommending the San Francisco Board of Supervisors Approve Proposition J Certifications for Security Services

c. Resolution Authorizing the City of San Francisco Uptown Parking Corporation to Expend $675,000 to Purchase New Revenue Control Equipment and to Pay for Related Installation Costs at the Sutter-Stockton Garage

d. Resolution Recommending the San Francisco Board of Supervisors Amend Part 2, Chapter 11 of the Traffic Code to Remove the Parking Facility at 1350 Bush Street from those Off-Street Parking Sites on which Parking Meters May be Used

5. *PUBLIC COMMENT*

6. *ADJOURNMENT*

PARKING AND TRAFFIC COMMISSION

25 VAN NESS AVENUE, SUITE 880
SAN FRANCISCO, CALIFORNIA 94102
554-PARK

CITY AND COUNTY OF SAN FRANCISCO

FRANK M. JORDAN, Mayor

Attached for your information is the Proposed Rules of the Parking and Traffic Commission. Also attached is the black-lined copy of the 1989 Interim Rules of the Commission from which the Proposed Rules were written.

The Proposed Rules will be discussed at the August 18, 1992 meeting of the Commission with adoption of the Rules scheduled for September 1, 1992. If you would like to comment on the Rules, you may do so at the scheduled Commission meetings.

PROPOSED
RULES OF ORDER
PARKING AND TRAFFIC COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Article 1 - Name

The name of the Commission shall be the Parking and Traffic Commission of the City and County of San Francisco.

Article 2 - Purpose

The purpose of the Commission shall be to manage and control the Department of Parking and Traffic which shall have responsibility for all parking and traffic functions of the City and County of San Francisco, except where the authority to discharge those functions and duties is placed in another official or agency by the Charter or by state law.

Article 3 - Definitions

The following terms, wherever used or referred to in these rules, shall have the following respective meanings, unless a different meaning is clearly made apparent by the context:

(a) "**Board of Supervisors**" shall mean the Board of Supervisors of the City and County of San Francisco.

(b) "**Charter**" shall mean the Charter of the City and County of San Francisco.

(c) "**Commission**" shall mean the Parking and Traffic Commission of the City and County of San Francisco, as established in Part 22 of the Charter.

(d) "**Mayor**" shall mean the Mayor of the City and County of San Francisco.

(e) "**Parking Authority**" shall mean the Parking Authority of the City and County of San Francisco.

(f) "**President**" shall mean the President of the Commission.

(g) "**Secretary**" shall mean the Secretary of the Commission.

Article 4 - Members

Section 1: Appointments

The Mayor shall appoint five electors of the City and County of San Francisco as members of the Commission.

Section 2: Powers
The powers of the Commission shall be vested in the members thereof in office.

Section 3: Compensation
Members of the Commission shall receive their actual and necessary expenses, including travel expenses, and compensation of $100 per month as provided in Section 3.698 of the Charter.

Section 4: Terms
The term of each member shall be for four years as provided in Section 3.698 of the Charter. A member shall hold office until his or her successor has been appointed and has been qualified for office.

Section 5: Election and Term of Officers
At the first regular meeting of the Commission held after the 5th day of December of each year, or at a subsequent meeting the date of which shall be fixed by the Commission at its first regular meeting held after the 5th day of December of each year, the members of the Commission shall elect from among their number a President and a Vice President of the Commission, each to serve for a one-year term.

Article 5 - Duties of Officers

Section 1: President
The President shall preside at all meetings of the Commission. The President shall have the right to appoint all committees and shall perform all other duties necessary or incidental to the office. The President shall have the right to call meetings of the Commission and to set the time, date, and place of such meetings, consistent with Article 7 of these rules.

Section 2: Vice President
In the absence or inability to act of the President, the Vice President shall take the place and perform the duties of the President. In the event of the absence or inability to act of both the President and Vice President, the remaining members of the Commission shall appoint one of their number to act temporarily as President.

Article 6 - Personnel

Section 1: Director
The Commission shall appoint a Director to administer the Department of Parking and Traffic who shall serve at the pleasure of the Commission, as provided in Section 3.698-2 of the Charter.

Section 2: Secretary
The Commission shall appoint a Secretary who shall serve at the pleasure of the Commission, as provided in Section 3.500(h) of the Charter. The Secretary shall handle Commission correspondence, record the actions of the Commission, and maintain minutes of Commission meetings. The Secretary of the Commission also shall serve as Secretary of the Parking Authority.

Article 7 - Meetings

Section 1: Office
The office of the Commission shall be at 25 Van Ness Avenue, San Francisco.

Section 2: Regular Meetings
The regular meetings of the Commission shall be held every first and third Tuesday of each month in Room 282, City Hall, commencing at 4:00 p.m. If the regular meeting date falls on a legal holiday, the Commission or the President may fix another date therefor.

Section 3: Special Meetings
Special meetings of the Commission may be called at any time by the President or by a majority of the members of the Commission in accordance with the notice requirements set forth in Section 6 of this Article 7 below. The notice calling the special meeting shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meeting by the Commission.

Section 4: Hearings
A public hearing may be held on any matter pending before the Commission at either a regular or special meeting at the time and place set forth in the notice of such meeting, and such pending matter shall be decided at said hearing or shall be taken under submission and after adjournment of the public hearing further consideration thereof shall be taken by the Commission at such regular or special meeting or at later regular or special meetings.

Section 5: Open and Public Meetings
All meetings of the Commission and its committees shall be open to the public and all persons shall be permitted to attend any meeting of the Commission. The Commission may, with appropriate public notice, meet in executive session to consider and act upon matters authorized under Charter Section 3.500(f) and the Ralph M. Brown Act (California Government Code Section 54950 et seq.). If any action has been taken by the Commission in executive session, such action shall be reported by legal counsel in open session.

Section 6: Notice
Written notice of the time and place of every regular meeting of the Commission and the agenda therefor shall be given to members of

the Commission at least seventy-two (72) hours before the time of such meeting, and shall be given to members of the public by posting and otherwise, as required by San Francisco Administrative Code Section 8.16 and California Government Code Section 54954.2. Written notice of the time and place of every special meeting of the Commission and the agenda therefor shall be given to members of the Commission at least twenty-four (24) hours before the time of such meeting, and to members of the public by posting and otherwise, as required by San Francisco Administrative Code Section 16.5 and California Government Code Section 54956.

Section 7: Agenda Items
Members of the Commission shall submit any agenda items to the Secretary no less than eight (8) days prior to a meeting. If an urgent item arises after the agenda has been distributed, the Commission by two-thirds vote may add the item to the agenda at the meeting, as provided in California Government Code Section 54954.2

Section 8: Quorum
A quorum for the transaction of official business shall consist of three members of the Commission present at the meeting.

Section 9: Voting
Every official act of the Commission shall be adopted by majority vote. A majority vote shall mean a majority of all members of the Commission present when a quorum is present unless otherwise provided for by the Charter. All members present shall vote for or against each question brought to a vote unless a member is excused from voting by a motion adopted by a majority of the members present.

Section 10: Order of Business
The order of business at any regular meeting of the Commission shall be as follows:

1. Roll Call
2. Approval of Minutes
3. Director's Report
4. Commissioners' Questions and Matters
5. Unfinished Business
6. New Business
7. Public Comment
8. Adjournment

Section 11: Public Comment
A separate item at each meeting shall provide an opportunity for members of the public to address the Commission on matters that are within the jurisdiction of the Commission. Members of the public also shall have the opportunity to comment on each agenda item before the Commission prior to a vote being taken on such item. The Secretary shall have available cards to be filled out, on a

voluntary basis, by members of the public who wish to address the Commission. The President may limit public comment to three minutes per person on any item.

Section 12: Minutes of Proceedings
The Secretary shall record the proceedings of each meeting in the minutes of the Commission and a copy thereof for each meeting shall be forwarded promptly to the Mayor and members of the Commission, as provided by Section 3.500 of the Charter.

Section 13: Parliamentary Procedure
The Rules of Parliamentary Procedure as set forth in Robert's Rules of Order shall govern all meetings of the Commission unless otherwise herein provided.

Article 8 - Reports

Section 1: Quarterly Reports
The Commission shall file with the Mayor and Board of Supervisors at quarterly intervals a detailed report of all transactions of the Parking Authority, including a statement of all revenues and expenditures.

Section 2: Annual Reports
The Commission shall publish by September 1 of each year the annual report of the Commission.

Article 9 - Parking Authority

Section 1: Composition
The members of the Commission also shall serve ex officio as members of the Parking Authority, as provided in California Streets and Highways Code Section 32657 and Section 3.698 of the Charter.

Section 2: Rules of Order
The rules of the Commission also shall serve as the Rules of Order of the Parking Authority, as applicable.

Article 10 - Adoption and Amendment

The adoption or subsequent amendment of these Rules of Order shall be by motion and shall require an affirmative vote of a majority of the members of the Commission. A public hearing shall be held prior to the adoption or amendment of these Rules of Order, which hearing shall be conducted only after the proposed Rules of Order or any amendment thereto has been calendared in the notice of the Commission hearing at least one (1) week prior to said hearing.

SEP 1 1989

INTERIM RULES AND REGULATIONS OF THE PARKING AND TRAFFIC COMMISSION

Article 1 - ~~Commission~~ Name

Section 1: ~~Official~~ Name
The ~~official~~ name of the Commission shall be Parking and Traffic Commission of the City and County of San Francisco.

~~**Section 2: Short Name**~~
~~The official name of the Parking and Traffic Commission, in common usage, may be shortened to San Francisco Parking and Traffic Commission (SFPTC).~~ determined unnecessary

Article 2 - Purpose

Section 1: Purpose
The purpose of the Commission shall be to manage and control the Department of Parking and Traffic which shall have responsibility for all parking and traffic functions of the City and County of San Francisco, except where the authority or duty to discharge those functions and duties is placed in another official or agency by the Charter of the City and County of San Francisco or by state law.

Article 3 - Definitions

Section 1: Definitions
The following terms, wherever used or r ferred to in these Regul ations, shall have the following respective meanings, unless a different meaning is clearly made apparent by the context:

(a) "Commission" or "Parking Commission" shall mean the Parking and Traffic Commission of the City and County of San Francisco, as established in Part 22 of the Charter of the City and County of San Francisco. ~~Pursuant to Section 32657 of the Streets and Highways Code and Resolution No. 9126 of the Board of Supervisors, the members of the Commission shall also serve exofficio as members of the Parking Authority of the City and County of San Francisco.~~ Article 9, Section 1 and (e)

~~(b) "City" shall mean the City and County of San Francisco.~~

~~(c) Legislative Body" shall mean the Board of Supervisors of the City and County of San Francisco.~~ Rules.

(d) "Mayor" shall mean the Mayor of the City and County of San Francisco.

Terms not cited in text of Proposed Rules.

(e) ~~"State public body" means the State of California, or any city, city and county, county, district, authority, or any other subdivision or public body of the State.~~

(f) ~~"Indenture" as used in these Regulations shall mean ordinance, resolution, or indenture which may be passed, adopted or entered into by the Commission or by the Board of Supervisors.~~

(g) ~~"Clause" shall include article, section, subsection, paragraph, sentence or provision.~~

Article 4 - Members

Provision is inaccurate →

Section 1: Appointments

The Mayor of the City and County of San Francisco shall appoint, ~~with the approval of the Board of Supervisors of said City and County,~~ five ~~resident~~ electors of the City and County of San Francisco as members of the Commission.

Section 2: Powers

The powers of the Commission shall be vested in the members thereof in office.

Section 3: Compensation

Members of the Commission shall receive their actual and necessary expenses, including traveling expenses, and compensation of $100 per month as provided in Part 22 of the Charter.

Language determined not to be relevant to current and future Commissions.

Section 4: Terms

The term of each member shall be for four years; ~~provided that the first five Commissioners to be appointed by the Mayor to take office upon December 5, 1988, the effective date of Part Twenty-two of the Charter of the City and County of San Francisco, shall, by lot classify their terms so that the term of one Commissioner shall expire at 12:00 o'clock noon on each of the first, second and third anniversaries of such date, respectively; and, the terms of the remaining two Commissioners shall expire at 12:00 o'clock noon on the fourth anniversary of said effective date; and, on the expiration of these and successive terms of office, the Mayor shall appoint Commissioners for four-year terms. Any person may serve concurrently as a member of the San Francisco Parking Authority and the Parking and Traffic Commission.~~ A member shall hold office until his successor has been appointed and has been qualified for office.

Re-phrased in same Section of Proposed Rules.

Section 5: Chair and Vice Chair, Election

When the office of the Chair or Vice Chair becomes vacant the Commission shall elect a Chair and Vice Chair from among its members. Except for vacancy, election of the Chair and Vice Chair

shall be held at the first Regular Meeting of the Commission held after the 5th day of December of each year, or at a subsequent meeting, the date of which shall be fixed by the Commission at its first Regular Meeting held after the 5th day of December of each year.

Section 6: Chair and Vice Chair, Term

The term of the office of Chair and Vice Chair of the Commission, unless otherwise prescribed by the Board of Supervisors, shall be for the calendar year or for that portion thereof remaining after such Chair and Vice Chair is elected.

Article 5 - Officers

~~Section 1: Appointments~~

~~All regular officers of the Commission shall be appointed by the Commission.~~

~~Section 2: Regular Officers~~

~~Regular officers of the Commission shall include a Director and such other officers as are necessary, who shall also serve to carry out the duties and functions of the Commission as well as the duties and functions of the San Francisco Parking Authority.~~

~~Section 3: Term of Office~~

~~The term of office of all officers of the Commission shall be determined by the members of the Commission and in compliance with the rules and regulations of the Civil Service Commission of the City and County of San Francisco.~~

Article 6 - Personnel

~~Section 1: Establishment of Positions~~

~~The Commission may, by Resolution, establish such positions within the Commission as it considers necessary to effect the purposes of the Commission. Establishment of such positions shall be subject to the laws of the State of California and the City and County of San Francisco, as well as the rules and regulations of the Civil Service Commission of the City and County of San Francisco, and the availability of funds for such purpose.~~

~~Section 2: Compensation of Personnel~~

~~Compensation of Commission personnel shall be in accord with the provisions of the Civil Service Commission of the City and County of San Francisco and such Salary Standardization ordinances as may be adopted by the Board of Supervisors.~~

Article 7 - Duties

Found in Article 5, Sections 1 and 2 of Proposed Rules, entitled President and Vice President

Section 1: Chair

The Chair shall preside at all meetings of the Commission. The Chair shall have the right to appoint all committees and assign members and shall perform all other duties necessary or incidental to the office. The Chair shall have the right to call meetings of the Commission and to set the time, date and place of such meetings, consistent with Section 2, Article 8 of these Regulations.

Section 2: Vice Chair

Any member of the Commission holding the position of Vice Chair shall have the full rights of Chair and shall perform all of the duties of Chair in the absence of the Chair.

Determined unnecessary

Section 3: Compensation

~~The Chair and Vice Chair shall serve in such capacities without compensation for such services, other than compensation as may be provided in accord with Section 3, Article 4 of these Regulations.~~

Referenced in Article 6, Section 1

~~Section 4: Director:~~

~~The Director shall perform all duties subject to the approval of the Commission. He/She shall be responsible for the operation and conduct of the affairs of the Commission in accord with policies determined by the Commission.~~

Determined unnecessary

~~Section 5: Additional Duties~~

~~The officers of the Commission shall perform such other duties and functions as may, from time to time, be required by the Commission or by the Rules or Regulations of the Commission, subject to limitations established by the Board of Supervisors.~~

Referenced in Article 8, Sections 1 and 2

~~Section 6: Reports~~

~~The Commission shall file with the Board of Supervisors at quarterly intervals a detailed report of all of the transactions of the Commission, including a statement of all revenues and expenditures.~~

~~The Commission shall cause to be published as of the last day of each fiscal year the annual report of the Commission and see to distribution of same.~~

Article 8 - Meeting

Article 7 of Proposed Rules

Section 1: Office

The office of the Commission shall be at 25 Van Ness Avenue, ~~Suite 410~~, San Francisco, ~~or at such other locations within the City and County of San Francisco as the Commission may, by Resolution, designate as official quarters.~~

of Proposed Rules

Section 2: Meetings

The Regular Meetings of the Commission shall be held every first and third Tuesday of each month at Room 282 of City Hall, commencing at 1:30 p.m. ~~Such meetings shall be open to the public.~~ If the regular meeting date falls on a legal holiday the Commission or the Chair may fix another date therefor.

Article 7, Section 6

~~Due public notice shall be given of all regular and special meetings. Newspaper publicity and mailings to interested groups or individuals shall constitute due public notice and three (3) days shall be considered sufficient time for such public notice.~~

Section 3: Special Meetings

~~Special Meetings of the Commission shall be open to the public and shall be held at such time and place as the Commission may determine, or may be called by the Chair for any time and place and must be called by the Chair upon the written request of three members of the Commission, filed with the Director of the Department of Parking and Traffic. Due public notice must be given of all such Special Meetings. Any or all business of the Commission may be transacted at such Special Meetings.~~

Section 4: Hearings

A public hearing may be held on any matter pending before the Commission at either a Regular or Special Meeting at the time and place set forth in the notice of such meeting and such pending matter shall be decided at said hearing or shall be taken under submission and after adjournment of the public hearing further consideration thereof shall be taken by the Commission at such Regular or special Meeting or at later Regular or Special Meetings.

Section 5: Notice

Written notice of the time and place of every meeting of the Commission shall be given to members of the Commission at least two days prior to the time of such meeting.

tion 8

Section 6: Quorum

A quorum for the transaction of official business shall consist of three members of the Commission present at the meeting.

Section 7: Voting

Every official act of the Commission shall be adopted by majority vote. A majority vote shall mean a majority of all members of the Commission present when a quorum is present ~~except as required by provisions subject to any Brown Act requirements that are more restrictive.~~

Section 8: Order of Business

At all meetings of the Commission the order of business of the meeting shall include the following:

1. Roll Call
2. Approval of Minutes Not Previously Adopted
3. ~~Report by the Staff~~
4. Unfinished Business
5. New Business
6. Adjournment

Article 7, Section 13

Section 9: Parliamentary Procedure

The Rule of Parliamentary Procedure as set forth in Robert's rules of Order shall govern all meetings of the Commission, unless as otherwise herein provided.

Article 9: Amendments

Article 10, Deleted. Determined Unnecessary

Section 1: Amendment

These Regulations may be amended by the Commission at any Regular or Special meeting by a majority vote of those present, ~~if a quorum is present~~, provided that the proposed amendment to any action is included in the notice of the meeting.

~~Article 10 -- Policies~~

~~Section 1: -- Publicity~~

~~No member of the Commission shall give or furnish any official information or release to the press, but shall direct all inquiries to the Staff of the Commission which shall act for the Commission as directed after consultation with the Chairman or the Commission.~~

~~Certification~~

~~We, the undersigned, being all the members of the Parking and Traffic Commission of the City and County of San Francisco, hereby certify that the foregoing Regulations were duly adopted by all members of the Commission present at a meeting held August 1, 1989 and that said Regulations constitute and are the By-Laws of the Commission.~~

~~_____, Chairman~~

~~_____, Vice Chairman~~

~~_____, Member~~

~~_____, Member~~

~~_____, Member~~

~~Certified: _____, Director~~

F
20
13

nk M. Jordan
Mayor
18/92

PARKING AND TRAFFIC COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

25 VAN NESS AVENUE, SUITE 880
SAN FRANCISCO, CALIFORNIA 94102
554-9800

John L. Molinari
President

Frederick E. Jordan
Vice President

Steve Heminger
Betty Louie
Manuel A. Rosales

MEETING REPORT

REGULAR MEETINGS OF THE PARKING AND TRAFFIC COMMISSION AND SAN FRANCISCO PARKING AUTHORITY

DOCUMENTS DEPT.
AUG 31 1992
SAN FRANCISCO

Tuesday, August 18, 1992
4:00 p.m.
City Hall, Room 282
San Francisco, California 94102

PRESENT:

Commissioners: John L. Molinari, President
Steve Heminger
Frederick E. Jordan
Betty Louie
Manuel A. Rosales

Staff: Tim Johnson, Acting Executive Director
Kevin Hagerty, Director of the San Francisco Parking Authority
Larry Wayte, Deputy City Attorney
Renee Faison, Commission Secretary

The Commission President called the meeting to order at 4:02 p.m.

ROLL CALL

The roll call indicated Quorum present.

APPROVAL OF MINUTES

The President requested a change on page 7 of the August 4, 1992 Minutes. He suggested that paragraph 4, line 4 be changed to read: "The members will review those applications and *each* choose 5 candidates for the position."

On motion of the Vice President, seconded by Commissioner Louie, the Minutes of the August 4, 1992 meeting of the Commission were approved.

VOTE:	*AYES* -	Members Heminger, Jordan, Louie, Molinari and Rosales
	NOES -	None
	EXCUSED -	None

ACTING DIRECTOR'S REPORT

The Acting Director presented his report in writing to the members prior to the meeting.

COMMISSIONER'S QUESTIONS AND MATTERS

Commissioner Louie inquired about the denial of a Residential Parking Permit to a person with dual residency. The Commission President stated that a San Francisco address must appear on a vehicle registration form in order for a Residential Parking Permit to be issued.

NEW BUSINESS

Briefing of the Commission on Waterfront Transportation Projects by the Chief Administrative Officer

The Chief Administrative Officer briefed the Commission on the Waterfront Transportation Projects and he described the recommendations for the Embarcadero Freeway replacement.

Emilio Cruz, Project Manager of the Waterfront Transportation Projects, described the various alternatives for the Project.

Jack Fleck, representing the Technical Advisory Committee, reported on investigations which have been conducted to determine use of roadways since the demolition of the Embarcadero Freeway.

COMMISSIONERS' QUESTIONS AND MATTERS

Commissioner Rosales commented on the obstruction of traffic caused by the loading and unloading of double parked trucks in the Financial District. He inquired about the possibility of restricting delivery by large trucks during certain periods of the day. The Acting Executive Director replied that the matter has been before the Board of Supervisors in the past. He indicated that the delivery restrictions has been opposed by businesses but noted that he will raise the matter with the San Francisco Chamber of Commerce.

*

Commissioner Heminger inquired about the July 21, 1992 letter from the Mayor to the Acting Executive Director. The letter instructed

staff to identify surface level traffic improvements to the Van Ness Avenue corridor and the South Van Ness Avenue interchange as a replacement project to the demolished segments of the Central Freeway. The Acting Executive Director reported briefly on the matter. The President of the Commission requested that the matter be placed on the September 15, 1992 Commission agenda for review.

*

Commissioner Heminger inquired about jurisdiction of intersection-blocking traffic violations. The Acting Executive Director reported that intersection-blocking violations were formerly considered moving violations. However, the State law has been changed and the infractions are now considered a parking violations.

Jerry Robbins, Transit Planner of the Department of Parking and Traffic, described current efforts of the program. He stated that the Parking Control Officers have the ability to cite motorists for the violation. The fine for the violation is $100.00. Mr. Robbins indicated that the emphasis of the program has been on preventative enforcement, however, noted that there is a shortage of personnel.

*

The Commission President inquired about the jurisdiction of jaywalking violations. The Acting Executive Director replied that jaywalking is considered a moving violation and not within the Department's jurisdiction.

The President indicated his interest in having the law changed to allow Parking Control Officers the authority to issue jaywalking citations. The members agreed.

The President directed the Acting Executive Director to send a letter to the State Legislative Committee expressing the Commission's desire to change the law. The President also requested that the matter be placed on the September 15, 1992 Commission agenda.

*

The President reported that he had received a letter from the Coalition for Accessible Parking Enforcement requesting that the Commission form an enforcement parking project. The President instructed the Acting Executive Director to provide the members with a photocopy of the letter and to report back to the Commission at the September 15, 1992 meeting. The Acting Executive Director acknowledged the Commissioner's request.

UNFINISHED BUSINESS

Presentation of the Proposed Rules of Order of the Parking and Traffic Commission and Parking Authority

Commissioner Heminger, the Chair of the Rules Committee, presented the Proposed Rules of Order to the members.

The President of the Commission observed that the Administrative Code indicates that the officers and employees of the Parking Authority "shall be the General Manager, the Confidential Secretary and the Secretary of the Authority." He noted that the Parking Authority is not currently organized in that manner. He instructed Alice Villagomez, the Personnel Director, to seek advice from Civil Service on the matter and to report back to the Commission. The Commissioner noted that portions of the Rules may require amendment following the Personnel Director's investigations.

Public Comment

Norman Rolfe, representing San Francisco Tomorrow, questioned items in two sections of Article 7 of the Rules of Order:

(1) Section 9. He stated that a majority of votes should be based on a majority of all members of the Commission and not a majority of a Quorum.
(2) Section 10. He requested that the Public Comment section of the meeting follow Commissioners' Questions and Matters section to accommodate the public who wish to address the members but are unable to attend an entire meeting.

David Pilpel, a resident of San Francisco, echoed Mr. Rolf's comments and reminded the Commission to post the Rules of Order for ten days.

Commissioner Heminger moved to adopt the Proposed Rules of Order. Commissioner Rosales, seconded the motion.

Following Commission discussion of the matter, Commissioner Heminger amended his motion. He moved that the second sentence in Section 9 of Article 7 of the Rules be changed to read: "A majority vote shall mean a majority of all members of the Commission."

Commissioner Rosales seconded the amended motion.

VOTE:	*AYES* -	Members Heminger, Jordan, Louie, Molinari and Rosales
	NOES -	None
	EXCUSED -	None

The members discussed Article 8, Section 2 of the Rules of Order. It was agreed that the reporting date for Annual Reports will be September 1 of each year. The members noted that the report should be a wordprocessing-generated report and not an elaborate production.

Organizational Structure of the Department of Parking and Traffic

The Personnel Director provided the members with a briefing on the Department's organizational chart. She also furnished the Commission with samples of charts from various departments within the City.

The Commission discussed changing the organizational structure of the Department. The President presented an organizational chart to use as a guide in making changes. Commissioner Heminger also presented an organizational chart which was taken from the Brophy Report.

The President instructed that the Commission Secretary provide each member with a copy of the Brophy Report.

The members agreed that the current structure of the Department should be revised. The Commission President requested that the item be placed on the agenda for the September 15, 1992 Commission meeting.

The Commission Vice President requested that the Personnel Director provide the members with information regarding the number of personnel in each division of the Department.

The President of the Commission requested that the Personnel Director provide the members with current salaries of Departmental personnel.

*

Virginia Conway, a resident of San Francisco, requested information on the pending Assembly Bill which will decriminalize parking violations. The Acting Executive Director reported that the Assembly Bill #408 would require local jurisdictions, instead of the Court system, to process citations.

NEW BUSINESS

Resolution No. 92-94 Authorizing the Acting Executive Director of the Department of Parking and Traffic to Apply for a Grant in the Amount of $200,000 for a Traffic Signal Interconnection Project on 19th Avenue, Foregoing Reimbursement of Indirect Costs

The Acting Executive Director provided a briefing on Resolution No. 92-94.

The members discussed the Resolution.

The Commission Vice President suggested that the Department aggressively seek available funds.

Public Comment

David Pilpel and Norman Rolfe requested that Muni transit pre-empts be included in the project.

Commissioner Heminger moved to adopt the Resolution with the addition of a clause indicating that the copies of the application be transmitted to Supervisors Britt and Achtenberg.

Commissioner Rosales seconded the motion.

VOTE:	*AYES* -	Members Heminger, Jordan, Louie, Molinari and Rosales
	NOES -	None
	EXCUSED -	None

*

The President called for a break at 6:18 p.m. The meeting reconvened at 6:27 p.m.

*

Recommendations by The Commission Vice President

The Commission Vice President presented staff with a list of recommendations prior to the Commission meeting. The members discussed the recommendations as follows:

1. Goal of 20% Net Increase in Revenue - its was agreed that this matter will be handled by the Revenue Increase/Savings Task Force (see item #2).

2. Revenue Increase/Savings Task Force - the consensus of the Commission was to agendize the matter for Commission review at the September 1, 1992 Commission meeting. As a part of the Task Force's agenda, item #1 (above) will be considered.

3. Commissioner Parking Permits - The Commission Vice President moved that the Commission be issued parking permits which would provide accessibility to City parking facilities.

Commissioner Louie seconded the motion.

VOTE: *AYES* - Members Jordan and Louie
NOES - Members Heminger, Molinari and Rosales
EXCUSED - None

The motion failed.

4. Traffic Engineering Staff Shortages - this item was addressed at the August 4, 1992 Commission meeting.

5. Parking Enforcement Policy - the members agreed to address the matter at a future Commission meeting. No specific date was indicated.

6. List of Contracts - at the September 1, 1992 meeting of the Commission, the staff will provide the members with a list of all contracts awarded in Fiscal Year 1991-1992 and anticipated for Fiscal Year 1992-93.

7. Appointment of Civil Rights Officer - the Personnel Director of the Department is the current Civil Rights Officer. The Vice President of the Commission suggested that an individual be assigned full time as a Civil Rights Officer. The members agreed to review the matter at the September 15, 1992 meeting of the Commission during the discussion of the organizational structure of the Department.

8. Business Opportunity Briefings - the members agreed that briefings would be useful for minority and women-owned businesses.

9. Site Visits - The President suggested that the Acting Executive Director arrange for a van and possible sites for Commission visits.

10. Newspaper Clippings - Commission Secretary was instructed to contact a newspaper clipping service for the Department. The Vice President requested that he be provided with copies of all newspaper articles. The Commission Secretary acknowledged the request.

*

Commissioner Rosales was excused from the meeting at 6:56 p.m.

PUBLIC COMMENT

David Pilpel informed the members of a concern of the residents at the Lakeshore Plaza Development in the area of Sloat and Clearfield Streets. He reported that a Lucky Store reopened in the area and the residents are concerned about the use of parking spaces on the surrounding streets.

The Commission President suggested the use of the Residential Parking Permit Program in the area. The Acting Executive Director reported that he will be attending a meeting on the matter during the evening of August 18, 1992.

*

Virginia Conway commented on the queuing of motor vehicles on Lombard and Polk Streets. She suggested that a traffic signal be installed at the location. In addition, Ms. Conway urged the Commission to address the traffic congestion problem caused by queuing at the Portsmouth Square Garage.

ADJOURNMENT

The Parking and Traffic Commission meeting adjourned at 7:05 p.m.

RECONVENE

REGULAR MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

The Commission President called the meeting to order at 7:06 p.m.

ROLL CALL

The roll call indicated Quorum present.

APPROVAL OF MINUTES

On motion of Commissioner Heminger, seconded by Commissioner Louie, the Minutes of the August 4, 1992 meeting of the Parking and Traffic Commission were approved as drafted.

VOTE:	*AYES* -	Members Heminger, Jordan, Louie, and Molinari
	NOES -	None
	EXCUSED -	Member Rosales

UNFINISHED BUSINESS

Briefing of Commission Regarding Off-Street Parking

The Director of the Parking Authority briefed the Commission on off-Street parking. He described the organization, the responsibilities and the purpose of the Parking Authority. He also provided the members with a report on City-owned and operated parking facilities.

NEW BUSINESS

Resolution No. 92-1181 Recommending the San Francisco Board of Supervisors Concur with the Controller's Certification that Maintenance Services for Facilities of the Department of Parking and Traffic Can be Practically Performed by a Private Contractor for Lower Cost than Similar Work Performed by City and County Employees

The Director of the Parking Authority provided the briefing on Resolution No. 92-1181.

Public Comment

David Pilpel inquired about the Controller's certification. Mr. Madden, of the Controller's Office, described the process for determining that services can be performed at a lower cost.

The members questioned staff concerning the Resolution.

On motion of Commissioner Heminger, seconded by Commissioner Jordan, Resolution No. 92-1181 was adopted.

VOTE:	*AYES* -	Members Heminger, Jordan, Louie, and Molinari
	NOES -	None
	EXCUSED -	Member Rosales

Resolution No. 92-1182 Recommending that the Board of Supervisors Concur with the Controller's Certification that Security Services for Facilities of the Department of Parking and Traffic can be Practically Performed by a Private Contractor for Lower Cost than Similar Work Services Performed by City and County Employees

The Director of the Parking Authority provided the briefing on Resolution No. 92-1182.

Following questions, Commissioner Jordan moved to adopt the Resolution.

Commissioner Heminger seconded the motion.

VOTE:	*AYES* -	Members Heminger, Jordan, Louie, and Molinari
	NOES -	None
	EXCUSED -	Member Rosales

Resolution Authorizing the City of San Francisco Uptown Parking Corporation to Expend $675,000 to Purchase New Revenue Control Equipment and to Pay for Related Installation Costs at the Sutter-Stockton Garage

The Director of the Parking Authority supplied the Commission with a briefing on the proposed Resolution. He noted that existing revenue control equipment is antiquated and causes queuing of traffic. He stated the new system will result in a cost savings of $180,000 per year. The Director attributed the savings to staff reductions which will occur by attrition.

The Commission President inquired about the cost of the project. He requested that future written briefings include financial information.

The Commission Vice President noted the need for an amortization schedule on the project and questioned the staff concerning the life of the equipment.

Commissioner Louie inquired about the age of the current equipment. The Director replied that the system is from five to eleven years old. He noted that portions of the system has been replaced in stages.

Mary Smith, representing Walker Consultants, briefed the Commission on analysis conducted on various systems and reported on the findings regarding the proposed system.

Commissioner Heminger questioned staff concerning various aspects of the proposed system. He noted that the Ellis O'Farrell Garage currently utilizes a similar system. Representatives from the Sutter-Stockton and Ellis O'Farrell Garages responded to the Commissioner's inquiries.

The Commission President asked if the matter had been presented to the past Parking and Traffic Commission. The Parking Authority Director stated that the matter was brought before the previous Commission. The Director noted that the Resolution was not adopted, however, he indicated that the previous Commission had entertained the possibility of re-hearing the matter.

The Commission President requested that the Commission members be provided with photocopies of the Minutes in which the previous Resolution was discussed. He remarked that in the future, he would

like to be fully briefed on Commission matters including information on previous hearings.

On motion of Commissioner Heminger, seconded by the Vice President, the matter was continued for the September 1, 1992 meeting of the Commission.

VOTE:	*AYES* -	Members Heminger, Jordan, Louie, and Molinari
	NOES -	None
	EXCUSED -	Member Rosales

Resolution No. 92-1183 Recommending the San Francisco Board of Supervisors Amend Part 2, Chapter 11 of the Traffic Code to Remove the Parking Facility at 1350 Bush Street from those Off-Street Parking Sites on which Parking Meters May be Used

The Parking Authority briefed the members on Resolution no. 92-1183.

Public Comment

Norman Rolfe remarked that converting the garage to monthly parking is against the Parking Authority policies.

The members questioned staff regarding the Resolution.

On motion of Commissioner Heminger, seconded by Commissioner Louie, Resolution No. 92-1183 was approved as drafted.

VOTE:	*AYES* -	Members Heminger, Jordan, Louie, and Molinari
	NOES -	None
	EXCUSED -	Member Rosales

ADJOURNMENT

The Parking Authority meeting adjourned at 8:20 p.m.

Respectfully submitted,

Renee Faison
Commission Secretary

PARKING AND TRAFFIC COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

25 VAN NESS AVENUE, SUITE 880
SAN FRANCISCO, CALIFORNIA 94102
554-9800

John L. Molinari
President

Frederick E. Jordan
Vice President

Steve Heminger
Betty Louie
Manuel A. Rosales

NOTICE

REGULAR MEETINGS OF THE PARKING AND TRAFFIC COMMISSION AND THE SAN FRANCISCO PARKING AUTHORITY

Tuesday, September 1, 1992
4:00 p.m.

Room 282, City Hall
San Francisco, California

AGENDA

PARKING AND TRAFFIC COMMISSION

1. *ROLL CALL*

2. *ADOPTION OF MINUTES*

   Meeting of the Parking and Traffic Commission held on August 18, 1992

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3. *ACTING DIRECTOR'S REPORT*

4. *COMMISSIONERS' QUESTIONS AND MATTERS*

5. *UNFINISHED BUSINESS*

   a. Approval of Rules of Order of the Parking and Traffic Commission and Parking Authority
   b. Appointment of Revenue Increase/Savings Task Force to Review Savings in Department Operations, Contracting, Concessions, Reorganizations, etc.
   c. Briefing on Contracts Awarded in 1991-92 and Anticipated for Fiscal Year 1992-93

6. *NEW BUSINESS*

   a. Report of City Attorney on Department Authority
   b. Resolution Authorizing the Chief Administrative Officer to Apply for a Grant in the Amount of $100,000 for the Purchase of Five Electric Cushman Vehicles for Use by the Enforcement Division, Foregoing Reimbursement of Indirect Costs

7. *PUBLIC COMMENT*

   The public may address the Parking and Traffic Commission on any matter within the jurisdiction of the Commission. This should not relate to any item on this agenda since public

comment will be taken as each agenda item is discussed. The President requests that each person addressing the Commission limit herself/himself to five minutes.

8. *EXECUTIVE SESSION*

Discussion Regarding Executive Director Position of the Department of Parking and Traffic

9. *ADJOURNMENT*

RECONVENE

MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

1. *ROLL CALL*

2. *ADOPTION OF MINUTES*

Meeting of the San Francisco Parking Authority held on August 18, 1992

3. *UNFINISHED BUSINESS*

a. Resolution Authorizing the City of San Francisco Uptown Parking Corporation to Expend $675,000 to Purchase New Revenue Control Equipment and to Pay for Related Installation Costs at the Sutter-Stockton Garage

4. *NEW BUSINESS*

a. Resolution Authorizing the Negotiation of Lease Agreement with the North Beach Garage
b. Resolution Directing the Director of the Parking Authority to Report to the Executive Director of the Department of Parking and Traffic

5. *PUBLIC COMMENT*

The public may address the Parking and Traffic Commission on any matter within the jurisdiction of the Commission. This should not relate to any item on this agenda since public comment will be taken as each agenda item is discussed. The President requests that each person addressing the Commission limit herself/himself to five minutes.

6. *ADJOURNMENT*

PARKING AND TRAFFIC COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

25 VAN NESS AVENUE, SUITE 880
SAN FRANCISCO, CALIFORNIA 94102
554-9800

M. Jordan
Mayor

John L. Molinari
President

Frederick E. Jordan
Vice President

Steve Heminger
Betty Louie
Manuel A. Rosales

NOTICE

REGULAR MEETINGS OF THE PARKING AND TRAFFIC COMMISSION AND THE SAN FRANCISCO PARKING AUTHORITY

Tuesday, September 1, 1992
4:00 p.m.

Room 282, City Hall
San Francisco, California

REVISED AGENDA

PARKING AND TRAFFIC COMMISSION

1. *ROLL CALL*

2. *ADOPTION OF MINUTES*

   Meeting of the Parking and Traffic Commission held on August 18, 1992

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SAN FRANCISCO

3. *ACTING DIRECTOR'S REPORT*

4. *COMMISSIONERS' QUESTIONS AND MATTERS*

5. *UNFINISHED BUSINESS*

   a. Approval of Rules of Order of the Parking and Traffic Commission and Parking Authority
   b. Appointment of Revenue Increase/Savings Task Force to Review Savings in Department Operations, Contracting, Concessions, Reorganizations, etc.
   c. Briefing on Contracts Awarded in 1991-92 and Anticipated for Fiscal Year 1992-93

6. *NEW BUSINESS*

   a. Report of City Attorney on Department Authority
   b. Resolution Authorizing the Chief Administrative Officer to Apply for a Grant in the Amount of $100,000 for the Purchase of Five Electric Cushman Vehicles for Use by the Enforcement Division, Foregoing Reimbursement of Indirect Costs
   c. Resolution Approving Surplus Transfer Funds for the Purchase of Meter Parts and Approval of Lease Purchase Agreement

7. *PUBLIC COMMENT*

The public may address the Parking and Traffic Commission on any matter within the jurisdiction of the Commission. This should not relate to any item on this agenda since public comment will be taken as each agenda item is discussed. The President requests that each person addressing the Commission limit herself/himself to five minutes.

8. *EXECUTIVE SESSION*

Discussion Regarding Executive Director Position of the Department of Parking and Traffic

9. *ADJOURNMENT*

RECONVENE

MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

1. *ROLL CALL*

2. *ADOPTION OF MINUTES*

Meeting of the San Francisco Parking Authority held on August 18, 1992

3. *UNFINISHED BUSINESS*

a. Resolution Authorizing the City of San Francisco Uptown Parking Corporation to Expend $675,000 to Purchase New Revenue Control Equipment and to Pay for Related Installation Costs at the Sutter-Stockton Garage

4. *NEW BUSINESS*

a. Resolution Authorizing the Negotiation of Lease Agreement with the North Beach Garage
b. Resolution Directing the Director of the Parking Authority to Report to the Executive Director of the Department of Parking and Traffic

5. *PUBLIC COMMENT*

The public may address the Parking and Traffic Commission on any matter within the jurisdiction of the Commission. This should not relate to any item on this agenda since public comment will be taken as each agenda item is discussed. The President requests that each person addressing the Commission limit herself/himself to five minutes.

6. *ADJOURNMENT*

PARKING AND TRAFFIC COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

M. Jordan
Mayor

25 VAN NESS AVENUE, SUITE 880
SAN FRANCISCO, CALIFORNIA 94102
554-9800

John L. Molinari
President

Frederick E. Jordan
Vice President

Steve Heminger
Betty Louie
Manuel A. Rosales

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MEETING REPORT

REGULAR MEETINGS OF THE PARKING AND TRAFFIC COMMISSION AND SAN FRANCISCO PARKING AUTHORITY

Tuesday, September 1, 1992
4:00 p.m.
City Hall, Room 282
San Francisco, California 94102

PRESENT:

Commissioners: John L. Molinari, President
Frederick E. Jordan, Vice President
Steve Heminger
Betty Louie
Manuel A. Rosales

Staff: Tim Johnson, Acting Executive Director
Kevin Hagerty, Director of the San Francisco Parking Authority
Larry Wayte, Deputy City Attorney
Renee Faison, Commission Secretary

The Commission President called the meeting to order at 4:08 p.m.

ROLL CALL

The roll call indicated Quorum present.

APPROVAL OF MINUTES

Minutes of Parking and Traffic Commission Meeting of August 18, 1992

Commissioner Heminger requested two modifications to the August 18, 1992 Minutes:
(1) Page 4, 7th paragraph, first sentence re-worded to read, "Following Commission discussion of the matter, Commissioner Heminger proposed an amendment."
(2) Delete the last paragraph of page 4.

On motion of the Vice President, seconded by Commissioner Louie, the Minutes of the August 18, 1992 meeting of the Commission were approved.

VOTE:	*AYES* -	Members Heminger, Jordan, Louie, Molinari and Rosales
	NOES -	None
	EXCUSED -	None

*

The President of the Commission announced the Executive Session. The order of business was altered to allow the Executive Session to be held at the completion of the public business.

ACTING DIRECTOR'S REPORT

The Acting Executive Director provided the members with a written report prior to the meeting of the Commission. At the meeting, the Director furnished the members with a copy of the Annual Report in keeping with the September 1 submittal date specified in the new Rules of Order.

*

Commissioner Heminger inquired about the current status of Assembly Bill #408 legislation. The Acting Executive Director reported that the Assembly Bill is before Governor Wilson for approval. He noted that the Department of Parking and Traffic will be preparing an analysis of the Bill for submittal to the State Legislative Committee.

The President of the Commission inquired about other major jurisdiction's position on the matter. The Acting Executive Director reported that the City of Los Angeles, the California Public Parking Association and the California Judicial Council are in support of the Bill.

The Commission questioned the Acting Executive Director on various aspects of the Bill including the transfer of functions, the cost of transferring functions and the staffing needs involved. The President of the Commission recommended that the Commission support the Bill. He opined that the citizenry would be better served if the Bill were passed.

The Vice President assumed the Chair and the President moved to support Assembly Bill #408. The motion was seconded by Commissioner Rosales.

VOTE:	*AYES* -	Members Heminger, Jordan, Louie, Molinari and Rosales

COMMISSIONER'S QUESTIONS AND MATTERS

The President of the Commission questioned staff on the following matters:

(1) Parking and Traffic parking authority - The President noted that a section of the Charter describes the Parking and Traffic Commission as having jurisdiction over all City-owned parking authorities with the exception of the Airport. He observed that Candlestick Park's parking operation is not within the Commission's jurisdiction and questioned staff concerning the matter.

The Acting Executive Director explained that the City Attorney's Office had written an opinion on the matter. It was determined that the authority for Candlestick and Kezar's parking operation be within the Recreation and Park Department.

Commissioner Molinari requested that the Deputy City Attorney provide the members with a photocopy of the City Attorney's opinion paper.

(2) Parking rate increase - The President inquired about the recent parking rate increase at the Golden Gateway Garage.

The Acting Executive Director explained that the rate change was a part of Mayor Jordan's budget packet which required rates at all City-owned garages to be increased by 20 percent.

(3) Jaywalking enforcement - The President informed the members that Supervisor Britt is opposed to jaywalking enforcement. He noted that the Board will be holding a hearing on the matter.

The President expressed his support for the enforcement and opined that jaywalking enforcement should be a function of the Department of Parking and Traffic and not the San Francisco Police Department.

Following discussion, Commissioner Heminger moved: (a) to instruct the Acting Executive Director to attend the Board of Supervisors' hearing on jaywalking and to express the Commission's support of the policy of increased jaywalking enforcement; (b) that a resolution be presented to the Commission to endorse changing the State law to allow Parking Control Officers to enforce jaywalking laws; (c) that a letter be prepared to the San Francisco Police Department requesting an opinion on the proposed Commission resolution. Commissioner Rosales seconded the motion.

VOTE:	*AYES* -	Members Heminger, Jordan, Louie, Molinari and Rosales
	NOES -	None
	EXCUSED -	None

(4) Closing of Coit Tower Boulevard for a special event - The President of the Commission indicated that he had received a letter from the San Francisco Bay Columbus Quintcentenary Jubilee Committee on the matter. The Commissioner instructed the Acting Executive Director to address the matter.

(5) Approval of Annual Report - The President of the Commission requested that the Annual Report be calendared for the approval at the September 15, 1992 meeting of the Commission.

*

Commissioner Heminger requested that future Annual Reports be submitted to the Commission in draft form prior to the submittal deadline date to allow for Commission review.

*

The Vice President of the Commission complimented staff on background material provided to the members. The Commissioner noted that the charts describing programs and services are useful to the Commission.

UNFINISHED BUSINESS

Approval of Rules of Order of the Parking and Traffic Commission and Parking Authority

Commissioner Heminger moved to approve the Rules of Order, post the Rules for a 10-day period, and transmit the Rules to Mayor Jordan. The Vice President seconded the motion.

The President thanked the Rules Committee and noted that there is likelihood that the Parking Authority portion of the Rules of Order may be amended.

VOTE:	*AYES* -	Members Heminger, Jordan, Louie, Molinari and Rosales
	NOES -	None
	EXCUSED -	None

Appointment of a Revenue Increase/Savings Task Force to Review Savings in Department Operations, Contracting , Concessions, Reorganizations, etc.

The President of the Commission appointed the Vice President, Commissioner Betty Louie, and Kathryn Hile to the Revenue Increase/Savings Task Force. The Vice President was appointed Chair of the Committee.

The Vice President welcomed public input on the matter.

Briefing on Contracts Awarded in 1991-92 and Anticipated for Fiscal Year 1992-93

On motion of Commissioner Rosales, seconded by Commissioner Louie, the briefing was continued to the October 6, 1992 meeting of the Commission. It was noted that the matter was continued because of the heavy agenda before the Commission.

VOTE:	*AYES* -	Members Heminger, Jordan, Louie, Molinari and Rosales
	NOES -	None
	EXCUSED -	None

NEW BUSINESS

Report of City Attorney on Department Authority

Commissioner Heminger moved to continued the report from the City Attorney for the October 6, 1992 meeting of the Commission. Commissioner Rosales seconded the motion.

VOTE:	*AYES* -	Members Heminger, Jordan, Louie, Molinari and Rosales
	NOES -	None
	EXCUSED -	None

Resolution No. 92-95 Authorizing the Chief Administrative Officer to Apply for a Grant in the Amount of $100,000 for the Purchase of 5 Electric Powered 3-Wheel Vehicles Foregoing Reimbursement of Indirect Costs

The Acting Executive Director briefed the Commission on the Resolution.

On motion of Commissioner Jordan, seconded by Commissioner Rosales, Resolution No. 92-95 was adopted.

VOTE:	*AYES* -	Members Heminger, Jordan, Louie, Molinari and Rosales
	NOES -	None
	EXCUSED -	None

Resolution No. 92-96 Approving Surplus Transfer Funds for the Purchase of Meter Parts and Approval of Lease Purchase Agreement

The Acting Executive Director reported on the Resolution.

On motion of Commissioner Heminger, seconded by Commissioner Rosales, Resolution No. 92-96 was adopted.

VOTE:	*AYES* -	Members Heminger, Jordan, Louie, Molinari and Rosales
	NOES -	None
	EXCUSED -	None

PUBLIC COMMENT

Toni Macante had addressed the Commission at the August 4, 1992 meeting concerning heavy truck traffic on Vermont Street. She stated that the Commission had rescinded a vote on the matter without informing her of the change.

The President of the Commission explained that the vote was rescinded because the Commission was informed that it had acted incorrectly on the matter. He indicated that a public hearing process is necessary prior to a Commission vote on the matter.

The Acting Executive Director reported on the public hearing which was held on the matter. He stated that there was substantial testimony from the public with overwhelming support for restriction of truck traffic on Vermont Street. He noted that Caltrans is not in support of restriction of the freeway ramp which leads onto Vermont Street. He stated, however, that Caltrans has agreed to direct truck traffic to other freeway ramps in the area. The Director reported that the public hearing was continued for September 11, 1992 and the Commission hearing on the matter will be held on September 15, 1992.

The President of the Commission requested that the Acting Executive Director invite a representative from Caltrans to attend the September 15, 1992 Commission meeting.

*

Several residents of Vermont Street addressed the Commission in favor of restricting the access of heavy truck traffic on the

freeway exit which leads onto Vermont Street. Their comments follow:

George Olson requested that the wording of the Public Hearing Notice be changed to indicate "restriction of truck traffic" and not "elimination of truck traffic." He also noted that the street lanes are not clearly marked thereby creating a hazard for traffic travelling on Mariposa Street.

Ted Theodus stated that the Public Hearing Notice is misleading because it refers to the restriction of "vehicles." He suggested that the wording be changed to indicated restriction of "3-ton vehicles."

Rick Mariani stated that the language of the Public Hearing Notice specifies "restriction of traffic on Mariposa Street between Vermont and Kansas Streets." He requested that the language be changed to read "restriction of truck traffic off of the freeway exit." Mr. Mariani also commented on the danger involved in not having the street markings.

Babette Drefke requested that the Public Hearing be held in the neighborhood of Vermont Street. The Acting Director noted that the location of the Public Hearing cannot be changed.

Bonnie Busso remarked that the Doyle Drive off-ramp which leads onto the Marina area has a sign indicating "No Trucks, No Buses." She requested the same consideration be given to the Vermont Street residents.

Ray Duncan noted his concern for the High School children in the area who must cross Mariposa and Vermont Streets travelling to and from school. Mr. Duncan also requested that the Commission address the problem of drivers abusing the speed limit at the freeway off-ramp.

The President instructed the Acting Director to address the issues raised.

*

Betty Jone, a resident and business owner in San Francisco, requested that the Department investigate the illegal parking in the green zone located in front of her business.

The President requested that the Acting Director address the matter.

*

The Vice President moved to recess the Parking and Traffic meeting pending adjournment or recess of Executive Session. Commissioner Rosales seconded the motion.

VOTE:	*AYES* -	Members Heminger, Jordan, Louie, Molinari and Rosales
	NOES -	None
	EXCUSED -	None

The Parking and Traffic Commission meeting recessed at 5:35 p.m.

RECONVENE

REGULAR MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

The Commission President called the meeting to order at 5:41 p.m.

ROLL CALL

The roll call indicated Quorum present.

APPROVAL OF MINUTES

On motion of Commissioner Heminger, seconded by Commissioner Jordan, the Minutes of the August 18, 1992 meeting of the San Francisco Parking Authority were approved.

VOTE:	*AYES* -	Members Heminger, Jordan, Louie, Molinari and Rosales
	NOES -	None
	EXCUSED -	None

UNFINISHED BUSINESS

Resolution Authorizing the City of San Francisco Uptown Parking Corporation to Expend $675,000 to Purchase New Revenue Control Equipment and to Pay for Related Installation Costs at the Sutter-Stockton Garage

This item was continued from the August 18, 1992 meeting of the Commission.

The Director of the Parking Authority provided the members with a history of the proposal, previous Minutes in which the item was discussed, a financial analysis of the proposed revenue control equipment and a letter from Paul Newman, attorney for the Uptown Parking Corporation, to Ernest Yates, representative of the Local Union No. 655.

Commission Inquiry

Commissioner Heminger noted that an inspection visit was not made to the American Parking Equipment Company (APE) and requested an

explanation. The Director of the Parking Authority explained that Richard Guynn, the past operator of the Sutter Stockton Garage, had telephoned APE and determined that a site visit was unnecessary.

Commissioner Heminger inquired about the financing of inspection trips. The Director of the Parking Authority reported that the trips were financed by the bidding companies.

Commissioner Heminger inquired about the maintenance cost of the proposed revenue equipment. The Parking Authority Director stated that the pay-on-foot machines are sophisticated and maintenance is costly. The Director noted, however, that there would be increased revenue earnings at the Garage due to the salary savings anticipated.

Commissioner Heminger inquired about the Uptown Parking Corporation's commitment to attrition. Paul Newman, attorney for the Uptown Parking Corporation, stated that the Corporation will comply with the terms of the Union contract. He stated that the Corporation will meet and discuss the issue with the Union.

Ernie Yates, representative of the employees at the Sutter-Stockton Garage, stated that Richard Guynn had indicated that no employees would be discharged as a result of the acquisition of the new equipment. Mr. Yates noted that the Union would agree to a reduction of staff through attrition.

The Vice President questioned staff on various aspects of the project including information on expenditures and net savings.

Commissioner Rosales and the President of the Commission questioned the necessity of making inspection trips outside of the United States when the equipment is in use in the United States.

Commissioner Rosales inquired about the service contract for the proposed system. The Director of the Parking Authority stated that the service contract is negotiable.

Paul Weeks of McMillan Technology, the distributor for Federal APD, indicated that the proposed equipment has a warranty of one year and estimated figures for five-year maintenance.

Commissioner Louie inquired about the maintenance cost of the existing garage equipment. Marvin Marx, current operator of the Sutter-Stockton Garage, stated that since January, 1992, the Corporation has spent $12,000 for repair and maintenance of the existing system.

The President of the Commission commented on the process of nonprofit corporations investigating systems which are approved by the Commission. He noted his disapproval of the current process and stated that he will require a briefing at a later date

regarding interfacing between the Parking and Traffic Commission and nonprofit corporations.

The Vice President of the Commission questioned if objectivity is compromised when the manufacturer pays for an equipment investigation trip. He opined that someone from the Departmental staff should be involved in the evaluation of the equipment.

The President of the Commission inquired about the current attrition at the Garage. The Vice President inquired about the life the existing system and the proposed system.

David Andrychuck, representing American Parking Equipment (APE), noted that formal bid specifications were not provided by the Corporation. He requested that a re-bid occur and that formal specifications be issued to bidders. He also noted that APE's bid was set high by the supplier. He stated that APE is prepared to submit a substantially lower bid.

The Parking Authority Director reported that the Uptown Parking Corporation developed the criteria for the type of equipment desired at the Garage. He indicated that the Corporation determined that formal bid specifications were unnecessary.

Commissioner Rosales asked if anyone outside of the Corporation reviewed the equipment on behalf of the Department. The Director replied that a consultant, Mary Smith, prepared a analysis on the function of the new equipment.

The President of the Commission asked if the bidders were required to present bonds for the project. The Director replied that there was no performance bond requirement. He noted that, in lieu of a performance bond, 50 percent of the cost of the equipment will be retained until the Garage is satisfied with the installation of the equipment.

Mr. Newman explained that no bond was required because the bid was not a public bid. He stated that all manufacturers were invited to make presentations. He explained that each manufacturer made their an analysis of the Garage and made presentations to the Corporation. Mr. Newman stated that the Uptown Parking Corporation made selections on a number of basis.

The Vice President questioned Mr. Andrychuck regarding the needs list which was provided to him. Mr. Andrychuck replied that the needs list indicated which lanes were to be replaced in the Garage. He noted that specifications were not provided on definitive requirements of the Garage.

The President of the Commission questioned Mr. Newman concerning a public re-bid. Mr. Newman stated that he would be willing to re-bid the matter with bid specifications. The President noted that

a bid bond or certified check should be required in addition to the bid specifications.

Commissioner Louie indicated her desire to have a payment and work schedule from the manufacturers.

The President stated that the Department should establish a criteria for bids.

Commissioner Rosales moved that the Commission direct the Director of the Parking Authority to work with staff of the Uptown Parking Corporation to develop a written bid with formal bid specifications which mirror the major components of the City bid process as required by the Charter and Administrative Code. Also, that this proposed bid package be approved by the nonprofit Board of the Directors and be presented to the Commission at the October 6, 1992 meeting. The Vice President seconded the motion.

VOTE:	*AYES* -	Members Heminger, Jordan, Louie, Molinari and Rosales
	NOES -	None
	EXCUSED -	None

The Vice President moved that staff be directed to construct a model bid package for capital purchases made by nonprofit corporations. Commissioner Rosales seconded the motion.

VOTE:	*AYES* -	Members Heminger, Jordan, Louie, Molinari and Rosales
	NOES -	None
	EXCUSED -	None

NEW BUSINESS

Resolution No. 92-1185 Authorizing the Negotiation of Lease Agreement with the North Beach Garage

The President of the Commission briefed the members on the Resolution which will provide limited off-street parking for Central Station San Francisco Police Officers. The President reported that most Police stations in the City provide limited parking for Police officers.

The Vice President of the Commission inquired about the parking costs. The Acting Executive Director indicated that the cost would be $2,000 per month for 14 parking spaces.

On motion of Commissioner Heminger, seconded by the Vice President, the Resolution was approved.

VOTE:	*AYES* -	Members Heminger, Jordan, Louie, Molinari and Rosales
	NOES -	None
	EXCUSED -	None

Resolution No. 92-1186 Providing that the Director of the Parking Authority be Supervised by the Executive Director of the Department of Parking and Traffic

The President of the Commission described the Resolution.

Commissioner Rosales moved to approve the Resolution. Commissioner Heminger seconded the motion.

VOTE:	*AYES* -	Members Heminger, Jordan, Louie, Molinari and Rosales
	NOES -	None
	EXCUSED -	None

ADJOURNMENT

The Parking Authority meeting adjourned at 7:21 p.m.

RECONVENE

REGULAR MEETING OF THE PARKING AND TRAFFIC COMMISSION

The meeting of the Parking and Traffic Commission reconvened at 7:21 p.m.

ROLL CALL

The roll call indicated Quorum present.

EXECUTIVE SESSION

The Deputy City Attorney announced the Executive Session to consider the matter related to the appointment of the Executive Director of the Department of Parking and Traffic.

The President invited the public to return to the reconvened session of the Parking and Traffic meeting following the Executive Session.

The President invited the public to return to the reconvened session of the Parking and Traffic meeting following the Executive Session.

The Executive Session convened at 7:30 p.m. and recessed at 9:42 p.m.

The meeting of the Parking and Traffic Commission reconvened at 9:43 p.m.

ROLL CALL

The roll call indicated Quorum present.

The Deputy City Attorney announced that the Commission had met to discuss the selection of the Executive Parking and Traffic Commission.

The President of the Commission announced that the recessed meeting of the Executive Session would reconvene at 4:30 p.m. on September 8, 1992.

ADJOURNMENT

The Parking and Traffic Commission meeting adjourned at 9:45 p.m.

Respectfully submitted,

PARKING AND TRAFFIC COMMISSION

Renee Faison
Commission Secretary

SF
P20
#2
9/8/92

ank M. Jordan
Mayor

PARKING AND TRAFFIC COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

25 VAN NESS AVENUE, SUITE 880
SAN FRANCISCO, CALIFORNIA 94102
554-9800

John L. Molinari
President

Frederick E. Jordan
Vice President

Steve Heminger
Betty Louie
Manuel A. Rosales

AGENDA

NOTICE

RECESSED MEETING OF THE PARKING AND TRAFFIC COMMISSION

The meeting of the Parking and Traffic Commission which was held on September 1, 1992 recessed at 9:45 p.m. That meeting will reconvene on September 8, 1992 at 4:30 p.m. pursuant to Section 54957 of the California Government Code to continue consideration of Item 8, Executive Session (Consideration of Appointment of Executive Director to Department of Parking and Traffic).

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Frank M. Jordan
Mayor

PARKING AND TRAFFIC COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

25 VAN NESS AVENUE, SUITE 880
SAN FRANCISCO, CALIFORNIA 94102
554-9800

John L. Molinari
President

Frederick E. Jordan
Vice President

Steve Heminger
Betty Louie
Manuel A. Rosales

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Agenda

NOTICE

RECESSED MEETING OF THE PARKING AND TRAFFIC COMMISSION

9/11/92

The recessed meeting of the Parking and Traffic Commission which was held on September 8, 1992 recessed at 9:55 p.m. That meeting will reconvene on September 11, 1992 at 4:30 p.m. in Room 249, City Hall pursuant to Section 54957 of the California Government Code to continue consideration of Item 8, Executive Session (Consideration of Appointment of Executive Director to Department of Parking and Traffic).

0
/92
ank M. Jordan
Mayor

PARKING AND TRAFFIC COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

25 VAN NESS AVENUE, SUITE 880
SAN FRANCISCO, CALIFORNIA 94102
554-9800

John L. Molinari
President

Frederick E. Jordan
Vice President

Steve Heminger
Betty Louie
Manuel A. Rosales

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NOTICE

REGULAR MEETINGS OF THE PARKING AND TRAFFIC COMMISSION AND THE SAN FRANCISCO PARKING AUTHORITY

Tuesday, September 15, 1992
4:00 p.m.

Room 282, City Hall
San Francisco, California

AGENDA

PARKING AND TRAFFIC COMMISSION

1. ***ROLL CALL***

2. ***ADOPTION OF MINUTES***

   Meeting of the Parking and Traffic Commission held on September 1, 1992

3. ***ACTING DIRECTOR'S REPORT***

4. ***COMMISSIONERS' QUESTIONS AND MATTERS***

5. ***UNFINISHED BUSINESS***

   a. Discussion Regarding Organizational Structure of the Department of Parking and Traffic
   b. Resolution No. 92-97 - Restriction of Trucks on Vermont and Mariposa Streets
   c. Continued Discussion Regarding Streetsweeping in San Francisco

6. ***NEW BUSINESS***

   a. Approval of the Department of Parking and Traffic Annual Report for Fiscal Year 1991-1992
   b. Report on the Coalition for Accessible Parking Enforcement Request
   c. Resolution No. 92-98 Authorizing the Executive Director of the Department of Parking and Traffic to Execute the Necessary Documents to Apply for, Accept and Expend $1,224,840 in Federal Funds for Various Roadway and Transportation Improvements
   d. Resolution No. 92-99 Encouraging that State and Local Law be Changed to Allow Parking Control Officers to Enforce Jaywalking Laws

(Continued on Back of Page)

7. *PUBLIC COMMENT*

The public may address the Parking and Traffic Commission on any matter within the jurisdiction of the Commission. This should not relate to any item on this agenda since public comment will be taken as each agenda item is discussed. The President requests that each person addressing the Commission limit herself/himself to five minutes.

8. *ADJOURNMENT*

RECONVENE

MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

1. *ROLL CALL*

2. *ADOPTION OF MINUTES*

Meeting of the San Francisco Parking Authority held on September 1, 1992

3. *NEW BUSINESS*

a. Approval of the San Francisco Parking Authority Fiscal Year 1991-92 Fourth Quarterly Revenue and Expense Report
b. Resolution No. 92-1186 Recommending Award of Polk-Bush Management Contract
c. Resolution No. 92-1187 Recommending Approval of St. Mary's Square Garage Management Contract Bid Documents

4. *COMMISSIONERS' QUESTIONS AND MATTERS*

5. *PUBLIC COMMENT*

The public may address the Parking and Traffic Commission on any matter within the jurisdiction of the Commission. This should not relate to any item on this agenda since public comment will be taken as each agenda item is discussed. The President requests that each person addressing the Commission limit herself/himself to five minutes.

6. *ADJOURNMENT*

PARKING AND TRAFFIC COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

92
k M. Jordan
Mayor

25 VAN NESS AVENUE, SUITE 880
SAN FRANCISCO, CALIFORNIA 94102
554-9800

John L. Molinari
President

Frederick E. Jordan
Vice President

Steve Heminger
Betty Louie
Manuel A. Rosales

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NOTICE

REGULAR MEETINGS OF THE PARKING AND TRAFFIC COMMISSION AND THE SAN FRANCISCO PARKING AUTHORITY

Tuesday, September 15, 1992
4:00 p.m.

Room 282, City Hall
San Francisco, California

REVISED AGENDA

PARKING AND TRAFFIC COMMISSION

1. *ROLL CALL*

2. *ADOPTION OF MINUTES*

   Meeting of the Parking and Traffic Commission held on September 1, 1992

3. *ACTING DIRECTOR'S REPORT*

4. *COMMISSIONERS' QUESTIONS AND MATTERS*

5. *UNFINISHED BUSINESS*

   a. Discussion Regarding Organizational Structure of the Department of Parking and Traffic
   b. Resolution No. 92-97 - Restriction of Trucks on Vermont and Mariposa Streets
   c. Continued Discussion Regarding Streetsweeping in San Francisco

6. *NEW BUSINESS*

   a. Approval of the Department of Parking and Traffic Annual Report for Fiscal Year 1991-1992
   b. Report on the Coalition for Accessible Parking Enforcement Request
   c. Resolution No. 92-98 Authorizing the Executive Director of the Department of Parking and Traffic to Execute the Necessary Documents to Apply for, Accept and Expend $1,224,840 in Federal Funds for Various Roadway and Transportation Improvements
   d. Resolution No. 92-99 Encouraging that State and Local Law be Changed to Allow Parking Control Officers to Enforce Jaywalking Laws

(Continued on Back of Page)

7. *PUBLIC COMMENT*

The public may address the Parking and Traffic Commission on any matter within the jurisdiction of the Commission. This should not relate to any item on this agenda since public comment will be taken as each agenda item is discussed. The President requests that each person addressing the Commission limit herself/himself to five minutes.

8. *ADJOURNMENT*

RECONVENE

MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

1. *ROLL CALL*

2. *ADOPTION OF MINUTES*

Meeting of the San Francisco Parking Authority held on September 1, 1992

3. *NEW BUSINESS*

a. Approval of the San Francisco Parking Authority Fiscal Year 1991-92 Fourth Quarterly Revenue and Expense Report
b. Resolution No. 92-1187 Recommending Award of Polk-Bush Management Contract
c. Resolution No. 92-1188 Recommending Approval of Saint Mary's Square Garage Management Contract Bid Documents
d. Resolution No. 92-1189 Requesting that the San Francisco Board of Supervisors Pass an Emergency Ordinance Authorizing the Parking Authority to Negotiate an Interim Contract for Parking Management Services at the Saint Mary's Square Garage

4. *COMMISSIONERS' QUESTIONS AND MATTERS*

5. *PUBLIC COMMENT*

The public may address the Parking and Traffic Commission on any matter within the jurisdiction of the Commission. This should not relate to any item on this agenda since public comment will be taken as each agenda item is discussed. The President requests that each person addressing the Commission limit herself/himself to five minutes.

6. *ADJOURNMENT*

PARKING AND TRAFFIC COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

nk M. Jordan
Mayor

25 VAN NESS AVENUE, SUITE 880
SAN FRANCISCO, CALIFORNIA 94102
554-9800

John L. Molinari
President

Frederick E. Jordan
Vice President

Steve Heminger
Betty Louie
Manuel A. Rosales

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MEETING REPORT

REGULAR MEETINGS OF THE PARKING AND TRAFFIC COMMISSION AND SAN FRANCISCO PARKING AUTHORITY

Tuesday, September 15, 1992
4:00 p.m.
City Hall, Room 282
San Francisco, California 94102

PRESENT:

Commissioners: John L. Molinari, President
Frederick E. Jordan, Vice President
Betty Louie
Manuel A. Rosales

Staff: Tim Johnson, Acting Executive Director
Kevin Hagerty, Director of the San Francisco Parking Authority
Larry Wayte, Deputy City Attorney
Renee Faison, Commission Secretary

EXCUSED:

Commissioner: Steve Heminger

The Commission President called the meeting to order at 4:17 p.m.

The City Attorney described the Executive Session of the Parking and Traffic Commission which convened prior to the Regular Meeting of the Commission.

The Executive Session, which met from 3:13 p.m. through 4:15 p.m., was held to discuss the positions of Executive Director, Bureau Chief for Parking, Bureau Chief for Traffic, Parking Authority Director and Parking Authority Assistant Director. No formal action was taken on the matter.

The Commissioner Louie moved to recess the Executive Session of the Commission until 2:00 p.m. on September 16, 1992. The motion was seconded by the Vice President of the Commission.

VOTE: *AYES* - Members Jordan, Louie, Molinari and Rosales
NOES - None
EXCUSED - Member Heminger

ROLL CALL

The roll call indicated Quorum present.

Commissioner Heminger was not present at the meeting due to official business which necessitated his absence.

Commissioner Louie moved to excuse Commissioner Heminger from the meeting. The motion was seconded by the Vice President.

VOTE: *AYES* - Members Jordan, Louie, Molinari and Rosales
NOES - None

APPROVAL OF MINUTES

Minutes of Parking and Traffic Commission Meeting of September 1, 1992

The Deputy City Attorney noted that two items which were voted upon at the September 1, 1992 had not been agendized prior to their hearing. He recommended that the items -- jaywalking enforcement and Assembly Bill #408 -- be calendared for a future meeting to allow for public notification.

The President indicated that the jaywalking matter was calendared for the September 15th meeting. He requested that the Assembly Bill item be calendared for the October 6, 1992 meeting of the Commission. The Commission Secretary acknowledged his request.

*

On motion of Commissioner Rosales, seconded by Commissioner Louie, the Minutes of the September 1, 1992 meeting of the Commission were approved as drafted.

VOTE: *AYES* - Members Jordan, Louie, Molinari and Rosales
NOES - None
EXCUSED - Member Heminger

ACTING DIRECTOR'S REPORT

The Acting Executive Director reported that the Department has issued notification letters to persons with 10 or more unpaid citations in an effort to generate payment of overdue citations.

COMMISSIONER'S QUESTIONS AND MATTERS

The President of the Commission commented on the following:

(1) A lost parking citation - He indicated that he found a parking citation on the street and requested that the Acting Executive Director forward the citation to the appropriate person.

(2) Increase in driveway penalty charges - He requested calendaring of a resolution to increase driveway penalty charges from $50.00 to $100.00. He noted that approximately 425 driveway citations are issued each month.

(3) City Tow response time - He instructed the Acting Executive Director send a letter to City Tow regarding the lack of a timely response to the towing of vehicles.

(4) Parking at Central Station - He instructed the Acting Executive Director to phone the Police Captain of the Central Station regarding the parking of police and private vehicles in the area. He noted that parking space had been made available to officers as a result of Parking and Traffic Commission Resolution No. 92-1185.

(5) Temporary parking signs which block parking meters for special events - He suggested that the jurisdiction for temporary parking signs be transferred from the San Francisco Police Department to the Department of Parking and Traffic. He instructed that the Acting Executive Director meet with the Chief of Police on the matter. He indicated that revenue is lost when the temporary signs are not removed in a timely fashion.

*

Commissioner Rosales inquired about the following:

(1) Blocking of meters for special events - He inquired about the process for blocking meters temporarily. The Acting Executive Director provided the Commissioner with that information.

(2) Double parking of trucks in the Financial District - He requested a status report on the matter. The Acting Executive Director indicated that he is in the process of preparing a

letter to the San Francisco Chamber of Commerce on the matter.

(3) Citation issuance quota - He asked if there is a quota for issuance of citations by the Parking Control Officers. The Acting Executive Director replied that there is no quota requirement. He noted, however, that the Department encourages productivity.

The President of the Commission was excused from the meeting from 4:30 p.m. to 4:34 p.m.

UNFINISHED BUSINESS

Discussion Regarding Organizational Structure of the Department of Parking and Traffic

The President suggested that the matter be rescheduled for discussion at the October 6, 1992 meeting of the Commission noting the full agenda of the September 15th meeting. The members agreed.

On motion of Commissioner Rosales, seconded by the Vice President, the matter was continued for the October 6, 1992 meeting of the Commission.

VOTE:

AYES - Members Jordan, Louie, Molinari and Rosales
NOES - None
EXCUSED - Member Heminger

Resolution No. 92-97 Urging the Board of Supervisors to Adopt an Ordinance which would Prohibit the Use of Vermont Street Between 17th Street and 18th Street and Mariposa Street Between Vermont Street and Kansas Street by Vehicles which are Over Three Tons in Gross Weight therefore Effectively Closing Vermont Street to those Vehicles

Bond Yee, the City Traffic Engineer, briefed the members on the matter. He reported that Caltrans has agreed to restrict truck traffic on the highway off ramp located at Vermont and Mariposa Streets. Caltrans also agreed to post the proper informational signs on the Freeway.

The Vice President moved to approve the Resolution No. 92-97. The motion was seconded by Commissioner Rosales.

VOTE:

AYES - Members Jordan, Louie, Molinari and Rosales
NOES - None
EXCUSED - Member Heminger

Continued Discussion Regarding Streetsweeping in San Francisco

The President requested that the item be continued to the meeting of October 20, 1992.

On motion of the Vice President, seconded by Commissioner Rosales, the Streetsweeping item was continued to the October 20, 1992 meeting of the Commission.

VOTE:

AYES - Members Jordan, Louie, Molinari and Rosales
NOES - None
EXCUSED - Member Heminger

NEW BUSINESS

Budget Measures to Address the Impact of State Budget Reductions on City Departments

The Vice President moved that the Commission suspend the rules in order to consider the budget matter. He noted that the matter arose after the agenda was issued and necessitates emergency action. The motion was seconded by Commission Rosales.

VOTE:

AYES - Members Jordan, Louie, Molinari and Rosales
NOES - None
EXCUSED - Member Heminger

Stuart Sunshine, representing Mayor Frank Jordan's Office, briefed the Commission on the matter. He indicated that the Mayor had issued a letter to Department Heads on September 14, 1992 requesting staff reductions in City departments to address State budget deficit. The Mayor's Office proposed to cut the Department of Parking and Traffic staff by 36 employees ($975,000). He indicated that the Mayor will forward a budget package to the Board of Supervisors on Friday, September 18, 1992 for approval.

The Acting Executive Director presented Commission with a memorandum on the matter. The memorandum lists alternatives for increasing savings to the City without laying off staff from the Department of Parking and Traffic . The options include:
(1) increasing the delinquency penalty for citation bails; and
(2) hiring additional Parking Control Officers to increase revenue.

The matter was discussed by the members.

Commissioner Rosales moved to transmit the September 15, 1992 memorandum entitled Budget Measures to the Mayor for consideration. The motion was seconded by Commissioner Louie.

VOTE:

AYES -	Members Jordan, Louie, Molinari and Rosales
NOES -	None
EXCUSED -	Member Heminger

The Vice President noted that the Revenue Increase/Saving Task Force will hold their first meeting on October 6, 1992 at 3:00 p.m. in Room 282.

Approval of the Department of Parking and Traffic Annual Report for Fiscal Year 1991-1992

Prior to his absence, Commissioner Heminger provided the Commission Secretary with comments on the Annual Report. The Commissioner suggested the following:

(1) an item be added to the second page of the cover letter indicating the amount of revenue which will be produced by the City.
(2) combining the items on page three of the report and including them in the cover letter.
(3 asterisk the text of the Highlight Section of the document.

The President requested that the cover letter of the Annual Report be addressed to the President and members of the Parking and Traffic Commission of the City and County of San Francisco rather than addressed only to the President.

The Vice President echoed Commissioner Heminger's comments regarding the need for financial information in the Annual Report. The Acting Executive Director explained that financial information is received from the Controller's Office after the September 1 reporting date of the Annual Report.

Kathryn Hile, the Department's Financial Director, reported on the process for completing the financial information. The members discussed the matter. It was agreed that an October 15 reporting date for submittal of a draft Annual Report to the Commission would be more realistic than the September 1 reporting date.

The Vice President moved to continue the deliberations of the Annual Report at the November 3, 1992 meeting of the Commission. Commissioner Rosales seconded the motion.

VOTE: *AYES* - Members Jordan, Louie, Molinari and Rosales
NOES - None
EXCUSED - Member Heminger

The President suggested that the Rules Committee meet prior to the November 3, 1992 Commission meeting to discuss the matter.

Report on the Coalition for Accessible Parking Enforcement Request for "Quad Squads"

The Acting Executive Director reported on enforcement by "Quad Squads" as requested by the Coalition for Accessible Parking. The "Quad Squads" are disabled individuals who are hired for the purpose of enforcing parking regulations.

Stanley Pauer, Co-Chairman of the Physically Disabled Quorum and a member of the Coalition for Accessible Parking Enforcement, addressed the Commission on the matter. He requested that the Department institute an outreach program to hire disabled individuals, on a full time and/or volunteer basis, to issue parking citations. He noted that the Coalition is in contact with various jurisdictions which are currently using the program. He indicated that there has been no negative response from the public in those jurisdictions.

The President noted his support for the program and encouraged exploration of the matter but indicated his concern regarding volunteer programs.

Commissioner Louie requested that the Coalition provide the members with documentation from the various jurisdictions which currently utilize the program. Mr. Pauer agreed.

The members discussed the matter.

The Vice President moved to continue the item for a sixty-day period pending more information from the Coalition and a staff recommendation from the Department. Commissioner Rosales seconded the motion.

VOTE: *AYES* - Members Jordan, Louie, Molinari and Rosales
NOES - None
EXCUSED - Member Heminger

Resolution No. 92-98 Authorizing the Executive Director of the Department of Parking and Traffic to Execute the Necessary Documents to Apply for, Accept and Expend $1,224,840 in Federal Funds for Various Roadway and Transportation Improvements

The Acting Executive Director briefed the members on the Resolution.

Commissioner Louie requested further information on the traffic video surveillance portion of the program. The Acting Executive Director explained that video cameras would be placed on street signal poles or buildings to monitor traffic. Parking Control Officers would be detailed to problematic areas. He noted that the cameras would be more cost effective than detailing Parking Control Officers randomly to potentially problematic areas.

The President of the Commission suggested that the wording "and expend" be excluded from the Resolution. He opined that the item should return to the Commission for concurrence prior to expending funds.

Commissioner Rosales moved to approve Resolution No. 92-98 with the exclusion of the phrase ".. and expend." Commissioner Louie seconded the motion.

Public Testimony

Virginia Conway, a resident of San Francisco, noted her approval of the program.

*

VOTE: *AYES* - Members Jordan, Louie, Molinari and Rosales
NOES - None
EXCUSED - Member Heminger

Resolution No. 92-99 Encouraging that State and Local Law be Changed to Allow Parking Control Officers to Enforce Jaywalking Laws

This matter was raised at the September 1, 1992 Commission meeting.

Public Testimony

Virginia Conway remarked that citing jaywalkers is a "police-state tactic." She stated that she will not cooperate and opined that many citizens will not comply with the program.

*

The Vice President indicated his concern about the change of the jurisdiction of jaywalking from the Police Department to the Department of Parking and Traffic. He noted that Police Officers carry firearms which provides them with "command" which the Parking Control Officers do not possess.

He inquired about the Parking Control Officer's opinion on the matter. The Acting Executive Director indicated that some of the Officers have expressed apprehension about the program.

Commissioner Louie spoke in favor of the Resolution indicating that there should be some consistency in issuing citations and opined that Parking Control Officers should have the capacity to issue jaywalking citations.

The President of the Commission spoke in favor of the Resolution. He indicated that the quality of life of the City will be served by an efficient traffic flow and stated that the jaywalkers are an impediment to traffic.

Public Testimony

Richard Robertson, resident of San Francisco, spoke against the Resolution indicating that it would remove the Parking Control Officers from duties such as traffic direction and parking citation issuance. He also noted that it would cause resentment between the Parking Control Officers and citizens.

*

On motion of Commissioner Rosales, seconded by Commissioner Louie, Resolution No. 92-99 was approved as drafted.

VOTE:	*AYES* -	Members Louie, Molinari and Rosales
	NOES -	Member Jordan
	EXCUSED -	Member Heminger

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The meeting adjourned at 6:18 p.m.

RECONVENE

MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

The President called the meeting to order at 6:27 p.m.

ROLL CALL

The roll call indicated Quorum present.

The Vice President moved to excuse Commissioner Heminger from the meeting. The motion was seconded by Commissioner Louie.

VOTE: *AYES* - Members Jordan, Louie, Molinari and Rosales
NOES - None

ADOPTION OF THE MINUTES

Meeting of the San Francisco Parking Authority held on September 1, 1992

On motion of Commissioner Jordan, seconded by Commissioner Louie, the Minutes were approved as drafted.

VOTE: *AYES* - Members Jordan, Louie, Molinari and Rosales
NOES - None
EXCUSED - Member Heminger

COMMISSIONERS' QUESTIONS AND MATTERS

There were no questions or matters raised.

NEW BUSINESS

Approval of the San Francisco Parking Authority Fiscal Year 1991-92 Fourth Quarterly Revenue and Expense Report

On motion of Commissioner Louie, seconded by Commissioner Rosales, the Fourth Quarterly Revenue and Expense Report for Fiscal Year 1991-92 was approved.

VOTE: *AYES* - Members Jordan, Louie, Molinari and Rosales
NOES - None
EXCUSED - Member Heminger

Resolution No. 92-1187 Recommending Award of Polk-Bush Management Contract

The Director of the Parking Authority briefed the members on the Resolution. He indicated that 10 firms submitted pre-qualification material and financial statements for the Polk-Bush Management

Contract. The staff recommended that the contract be awarded to the City Parking Company.

The members questioned staff on various aspects of the contract:

The Vice President questioned the Director on the management fee contract.

The President questioned the Director concerning the bidders and the company selected by the staff.

Commissioner Louie inquired about the fee paid to the manager to operate the garage.

Commissioner Rosales inquired about the size of the garage.

Harry Quinn, Assistant Director of the Department of Real Estate, addressed the Commission regarding the commercial space at the Garage. He explained that the Department of Real Estate is investigating the best method to fill the commercial space. He expressed the belief that the commercial space should fit into the neighborhood and should not be competitive with other commercial businesses in the area.

The Vice President asked if minority/women-owned business were sought to bid on the contract. The Acting Executive Director indicated that there are very few qualified minority/women-parking operators in San Francisco. The staff is considering the possibility of conducting workshops on behalf of the Commission to encouraged joint venture with larger operators and minority/women owned businesses.

On motion of Commissioner Louie, seconded by the Vice President, Resolution No. 92-1187 was approved as drafted.

VOTE:	*AYES* -	Members Jordan, Louie, Molinari and Rosales
	NOES -	None
	EXCUSED -	Member Heminger

<u>Resolution No. 92-1189 Requesting that the San Francisco Board of Supervisors Pass an Emergency Ordinance Authorizing the Parking Authority to Negotiate an Interim Contract for Parking Management Services at Saint Mary's Square Garage</u>

The Assistant Director of the Parking Authority briefed the members on the Resolution. He indicated that Metropolitan Parking Corporation is the current parking operator at the Saint Mary's Square Garage. Metropolitan Parking Corporation has had difficulty meeting the requirements of the lease. Late payments have been submitted 18 times within 19 months. In addition, excessive

parking tax is owed to the City and the Corporation's performance bond was canceled by the insurance carrier. Notice of the cancellation was not received by the Department.

The President instructed the Parking Authority Director to prepare a bond procedure for the Department.

John Loh, representing Metropolitan Parking Corporation, addressed the Commission. He requested that the Corporation be given ten days to obtain the bond.

The President indicated that the Corporation is not operating in the best interest of the City and County of San Francisco.

The members questioned Mr. Loh.

The President indicated that language should be added to the Resolution regarding the late payment of rent and over due tax. The Deputy City Attorney suggested the following clauses which would be inserted beginning at line 2 of page 2 of the Resolution:

"Whereas, Metropolitan Parking is currently in substantial arrears under its payment of parking taxes to the City as required by the lease; and

Whereas, Metropolitan Parking has exhibited a long-term and consistent pattern of late payments under the lease; and"

In addition, the City Attorney suggested the phrase be added to the current clause on page 2, line 3 following the word "place":

"...and in light of Metropolitan Parking Corporation's pattern of repeated and successive defaults under the lease, it would not be in the best interest of the City..."

A motion to incorporate the suggested language in the Resolution was made by Commissioner Rosales and seconded by the Vice President.

VOTE: *AYES* - Members Jordan, Louie, Molinari and Rosales
NOES - None
EXCUSED - Member Heminger

A motion to approve the amended Resolution was made by Commissioner Rosales and seconded by Vice President.

VOTE: *AYES* - Members Jordan, Louie, Molinari and Rosales
NOES - None
EXCUSED - Member Heminger

Resolution No. 99-1188 Recommending Approval of the Saint Mary's Square Garage Management Contract Bid Documents

The Director of the Parking Authority reported on the matter.

The members discussed the matter.

The President requested that the matter be addressed on October 6, 1992 meeting of the Commission.

On motion of Commissioner Rosales, seconded by Commissioner Louie, the matter was continued to October 6, 1992.

VOTE: *AYES* - Members Jordan, Louie, Molinari and Rosales
NOES - None
EXCUSED - Member Heminger

The Commission Secretary was instructed to add the Vallejo Street Parking Lot lease matter to the Parking Authority meeting of October 20, 1992.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The Parking and Traffic Commission meeting adjourned at 8:00 p.m.

Respectfully submitted,

PARKING AND TRAFFIC COMMISSION

Renee Faison

Renee Faison
Commission Secretary

ank M. Jordan
Mayor

PARKING AND TRAFFIC COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

25 VAN NESS AVENUE, SUITE 880
SAN FRANCISCO, CALIFORNIA 94102
554-9800

John L. Molinari
President

Frederick E. Jordan
Vice President

Steve Heminger
Betty Louie
Manuel A. Rosales

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NOTICE

SPECIAL MEETING OF THE PARKING AND TRAFFIC COMMISSION

Tuesday, September 29, 1992
4:00 p.m.

Room 282, City Hall
San Francisco, California

AGENDA

PARKING AND TRAFFIC COMMISSION

1. ROLL CALL

2. COMMISSIONERS' QUESTIONS AND MATTERS

3. NEW BUSINESS

   a. Approval of Appointment of Executive Director of the Department of Parking and Traffic
   b. Resolution No. 92-100 Urging the Judges of the Municipal Court of San Francisco to Raise the Late Penalty Charge for Parking Citations

4. PUBLIC COMMENT

   The public may address the Parking and Traffic Commission on any matter within the jurisdiction of the Commission. This should not relate to any item on this agenda since public comment will be taken as each agenda item is discussed. The President requests that each person addressing the Commission limit herself/himself to five minutes.

8. ADJOURNMENT

PARKING AND TRAFFIC COMMISSION

September 29, 1992

The Minutes of this meeting are missing.

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6/92

ank M. Jordan
Mayor

PARKING AND TRAFFIC COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

25 VAN NESS AVENUE, SUITE 880
SAN FRANCISCO, CALIFORNIA 94102
554-9800

John L. Molinari
President

Frederick E. Jordan
Vice President

Steve Heminger
Betty Louie
Manuel A. Rosales

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NOTICE

REGULAR MEETINGS OF THE PARKING AND TRAFFIC COMMISSION AND THE SAN FRANCISCO PARKING AUTHORITY

Tuesday, October 6, 1992
4:00 p.m.

Room 282, City Hall
San Francisco, California

AGENDA

MEETING OF THE PARKING AND TRAFFIC COMMISSION

1. *ROLL CALL*

2. *ADOPTION OF MINUTES*

   Meeting of the Parking and Traffic Commission held on September 15, 1992

3. *EXECUTIVE DIRECTOR'S REPORT*

4. *COMMISSIONERS' QUESTIONS AND MATTERS*

5. *UNFINISHED BUSINESS*

   a. Briefing on Contracts Awarded in 1991-92 and Anticipated for Fiscal Year 1992-93
   b. Report of City Attorney on Departmental Authority
   c. Organizational Structure of the Department of Parking and Traffic

6. *NEW BUSINESS*

   a. Briefing on Nonprofit Corporations
   b. Resolution No. 92-102 Indicating the Parking and Traffic Commission's Endorsement of Assembly Bill #408
   c. Resolution No. 92-103 Recommending the Increase of the Parking Citation Fine for Illegal Driveway Parking

7. *PUBLIC COMMENT*

   The public may address the Parking and Traffic Commission on any matter within the jurisdiction of the Commission. This should not relate to any item on this agenda since public comment will be taken as each agenda item is discussed. The President requests that each person addressing the Commission limit herself/himself to five minutes.

(Continued on Back of Page)

8. *EXECUTIVE SESSION*

Consideration of Positions of the Bureau Chief of Parking, the Bureau Chief of Traffic, the Parking Authority Director and the Parking Authority Assistant Director

9. *ADJOURNMENT*

RECONVENE

MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

1. *ROLL CALL*

2. *ADOPTION OF MINUTES*

Meeting of the San Francisco Parking Authority held on September 15, 1992

3. *COMMISSIONERS' QUESTIONS AND MATTERS*

4. *NEW BUSINESS*

a. Resolution No. 92-1188 Recommending Approval of Saint Mary's Square Garage Management Contract Bid Documents
b. Resolution No. 92-1190 Approving Bid Specifications for New Revenue Control Equipment at Sutter-Stockton Garage
c. Resolution No. 92-1191 Approving Hotel Parking Arrangements for the Sutter-Stockton and Union Square Garages
d. Resolution No. 92-1192 Requesting that the Board of Supervisors Pass an Emergency Ordinance Terminating the Parking Operator's Lease at the Vallejo Street Garage and Authorizing the Parking Authority to Negotiate an Interim Contract for Parking Management Services at that Facility

5. *PUBLIC COMMENT*

The public may address the Parking and Traffic Commission on any matter within the jurisdiction of the Commission. This should not relate to any item on this agenda since public comment will be taken as each agenda item is discussed. The President requests that each person addressing the Commission limit herself/himself to five minutes.

6. *ADJOURNMENT*

PARKING AND TRAFFIC COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

25 VAN NESS AVENUE, SUITE 880
SAN FRANCISCO, CALIFORNIA 94102
554-9800

M. Jordan
Mayor

John L. Molinari
President

Frederick E. Jordan
Vice President

Steve Heminger
Betty Louie
Manuel A. Rosales

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MEETING REPORT

REGULAR MEETINGS OF THE PARKING AND TRAFFIC COMMISSION AND SAN FRANCISCO PARKING AUTHORITY

Tuesday, October 6, 1992
4:00 p.m.
City Hall, Room 282
San Francisco, California 94102

PRESENT:

Commissioners: John L. Molinari, President
Frederick E. Jordan, Vice President
Steve Heminger
Betty Louie

Staff: John E. Newlin, Executive Director
Tim Johnson, Bureau Chief
Kevin Hagerty, Director of the San Francisco Parking Authority
Larry Wayte, Deputy City Attorney
Renee Faison, Commission Secretary

EXCUSED:

Commissioner: Manuel A. Rosales

The Commission President called the meeting to order at 4:00 p.m.

The roll call indicated Quorum present.

Commissioner Rosales was called out of town by the President of the United States. The Commissioner's absence was approved on motion of the Vice President, seconded by Commissioner Heminger.

VOTE: *Ayes: Members Heminger, Jordan, Louie, Molinari*
Noes: None

ADOPTION OF THE MINUTES

On motion of Commissioner Louie, seconded by the Vice President, the Minutes were approved as drafted.

VOTE: *Ayes: Members Heminger, Jordan, Louie, Molinari*
Noes: None
Excused: Member Rosales

DIRECTOR'S REPORT

The Executive Director reported to the Commission on his priorities which include:

- Filling vacant positions;
- Conducting ongoing analysis and implementation of projects;
- Intensifying enforcement programs;
- Analyzing current procedures;
- Expanding time limit restrictions in areas which are currently unrestricted;
- Repairing vandalized meters;
- Expanding meter stock;
- Revamping parking structure contract procedures;
- Monitoring accountability and analyzing revenue from each structure.

In addition, the Executive Director provided the members with a copy of the Vehicle Survey Questionnaire which was discussed at the September 29, 1992 meeting of the Commission. The report gives an accounting of Departmental vehicles.

*

The President commented on a news story which appeared on KPIX-TV regarding meter vandalism. The story demonstrated techniques in meter vandalism. Since the appearance of the story, meter vandalism has substantially increased. The President opined that it was irresponsible of the news station to televise the story and instructed the Executive Director to prepare a letter to the General Manager of KPIX-TV regarding the matter. The members echoed the President's viewpoint.

The President noted his concern regarding the nonpayment of taxes by various City garage managers and operators. He suggested that a resolution be prepared urging the Board of Supervisors to change the Ordinance which prohibits Departmental notification of the tax status of City parking facilities. The members agreed and the matter was calendared for hearing at the October 20, 1992 meeting of the Commission.

The Vice President reported that the Revenue Increase/Savings Task Force is considering recommending that parking structure operators be required to remit revenue to the Department on a daily basis rather than a quarterly basis.

Commissioner Heminger suggested that the Commission consider an outside management audit of parking facilities and asked for the Executive Director's opinion on the matter. The Executive Director indicated his support for the concept.

The President suggested that the Department request a Departmental management audit from the Board of Supervisors. The matter was scheduled for hearing on November 3, 1992.

COMMISSIONERS' QUESTIONS AND MATTERS

Commissioner Louie provided the members with a pamphlet she received from a constituent entitled "How to Get your Parking Ticket Dismissed by Mail."

*

Commissioner Louie commented on the lack of enforcement in the Chinatown area on Saturdays and requested that additional staff be detailed to the area.

*

Commissioner Louie commented on the vast number of broken meters on Grant Avenue. The Executive Director indicated that the meter vandalism has caused an excessive number of broken meters in the City but indicated that repairs are pending receipt of ordered meter parts.

*

Commissioner Heminger inquired about assigned Departmental vehicles. The Executive Director reported that eight vehicles are assigned to Traffic Engineers for the purpose of site visits.

*

Commissioner Heminger commented on pedestrian fatalities and expressed concern regarding the possible discontinuance of the School Crossing Guard program. He suggested that during the Department budget process, the Commission consider assuming responsibility for the program.

*

Commissioner Heminger provided the staff and members with census figures for 1960 through 1990. The report illustrated that vehicle ownership in San Francisco has increased substantially over the last 30 years.

*

The Vice President requested revision of the Parking Control Officer citation forms. He noted that it is difficult to read the forms. Kathryn Hile, the Department's Finance Director, reported that she has been working with the Enforcement Division in redesigning parking citations for the purpose described.

*

The Vice President commented on the Golden Gate Bridge directional signage located in the South of Market area. He indicated that the signage is ambiguous and requested that Bond Yee, the City Traffic Engineer, work with Caltrans to improve the signage. The Commissioner requested a report on the matter at the November 3, 1992 meeting of the Commission. Mr. Yee acknowledged the request.

*

The President suggested that staff investigate the possibility of Lombard Street becoming a tow away zone westward during the morning hours and eastward during the evening hours.

*

The President requested that staff investigate the possibility of establishing an earlier activation time for meters in various neighborhoods. Currently, many meters are not in effect until 9:00 a.m.

*

The President commented on the queuing of traffic following events at Candlestick Park. He requested that the Traffic Engineering Division analyze the area for improved traffic flow.

*

At the Vice President's request, the President appointed the Executive Director and the Director of the Parking Authority to the Revenue Increase/Savings Task Force.

*

The Commission Secretary reported on a request made by Commissioner Rosales for a Traffic Engineering investigation of the intersection at Army and Missouri Streets. Commissioner Rosales had been contacted by a representative from the Yellow Cab Company concerning the matter.

*

Briefing on Contracts Awarded in Fiscal Year 1991-92 and Anticipated for Fiscal Year 1992-93

The Finance Director reported to the Commission on contracts awarded in Fiscal Year 1991-92 and anticipated for Fiscal Year 1992-93. She provided the members with a matrix which outlined current contracts. In addition, she described the purchasing process and provided details regarding Human Rights Commission rules and regulations. She noted that approximately 70 percent of contracts awarded by the Department are granted to Minority, Women and Local Business Enterprise (MBE/WBE) contractors.

The members questioned the Finance Director on various aspects of her report.

Public Comment

Margarite Brown inquired about vendors for parking signs.

REPORT OF THE CITY ATTORNEY ON DEPARTMENT AUTHORITY

The matter was tabled pending a report from the Rules Committee following their October 20, 1992 meeting in which amendments to Chapter 17 of the Administrative Code will be discussed.

The President noted his concern regarding many Departmental functions which were vested solely with the Director when the Department was implemented.

*

The President inquired about the appropriateness of combining the Parking and Traffic Commission and Parking Authority meetings. The Deputy City Attorney advised that the change would be appropriate. The members agreed and the President instructed the Commission Secretary to combine Commission meetings in all future Notices.

ORGANIZATIONAL STRUCTURE OF THE DEPARTMENT OF PARKING AND TRAFFIC

Alice Villagomez, the Personnel Director, briefed the members on a proposed Department organizational chart. The chart, which incorporates recommendations from the members and the Brophy Report, provides for:

- appropriation of the Parking Authority as a division of the Department with the name changed to the Parking Structures Division;

- The establishment of two Bureau Chief positions, a Confidential Secretary to the Commission position and a Traffic Citation Division.

The members questioned the Personnel Director concerning the Traffic Citation Division. The Personnel Director reported that the Department will be assuming a sizable increase to staff as a result of the adoption of Assembly Bill 408. It was agreed d that the function of issuing citations and adjudicating citations should not be vested in one division.

Following deliberation on the matter, it was agreed to change the Confidential Secretary's title to Commission Secretary, the Director of Traffic Citation Bureau's title to Director of Parking Citation Bureau, and the Director of Parking Structures title to Director of Off-Street Parking.

On motion of Commissioner Louie, seconded by Commissioner Heminger, the Organizational Chart was adopted as amended.

VOTE: *Ayes: Members Heminger, Jordan, Louie, Molinari*
Noes: None
Excused: Member Rosales

Commissioner Heminger requested that names and telephone numbers be added to a finalized organizational chart.

NEW BUSINESS

Briefing on Nonprofit Corporations

The matter was continued at the request of Paul Newman, representative of the Nonprofit Parking Corporations.

The Vice President moved to hear the matter at the November 3, 1992 Commission meeting. The motion was seconded by Commissioner Louie.

VOTE: *Ayes: Members Heminger, Jordan, Louie, Molinari*
Noes: None
Excused: Member Rosales

Resolution No. 92-102 Indicating the Parking and Traffic Commission's Endorsement of Assembly Bill 408

The President briefed the members on Resolution No. 92-102 which instructs the Executive Director of the Department of Parking and Traffic to work with the Clerk-Administrator of the Municipal Court to implement Assembly Bill 408.

Commissioner Heminger suggested that the Resolution set forth principles for the transfer of functions to the Department of Parking and Traffic and recommended that the following clause be added to the Resolution:

> *"The transfer of functions to the Department of Parking and Traffic be accomplished in accordance with the following objectives: (1) that cost savings be achieved wherever possible; and (2) that the adjudication of citations to be consistent and equitable to all citizens."*

The amendment was adopted on motion of Commissioner Heminger and seconded by Commissioner Louie.

VOTE: *Ayes: Members Heminger, Jordan, Louie, Molinari*
Noes: None
Excused: Member Rosales

There was no public comment.

Resolution No. 92-102 was adopted as amended by Commissioner Heminger, seconded by Commissioner Louie.

VOTE: *Ayes: Members Heminger, Jordan, Louie, Molinari*
Noes: None
Excused: Member Rosales

Resolution No. 92-103 Recommending the Increase of the Parking Citation Fine for Illegal Driveway Parking

The Executive Director recommended that the matter be tabled. He explained that driveway fines have recently been increased. He suggested that the Department track the effect of that increase and implement new programs before an additional fine increase is effected. He noted that the goal of the Department is to affect efficient flow of traffic and maximize available parking. He suggested that those goals can be attained by revamping projects within the Enforcement Division and utilizing tools, such as signage and public relations.

The matter was tabled on motion of Commissioner Heminger, seconded by the Vice President.

VOTE: *Ayes: Members Heminger, Jordan, Louie, Molinari*
Noes: None
Excused: Member Rosales

PUBLIC COMMENT

Norman Rolfe, representing San Francisco Tomorrow, made the following recommendations for increased revenue in the City:

- Eliminating monthly parking in City garages.
- Consider selling City garages to private profit-making corporations. The private corporations would be responsible for paying full property taxes thereby increasing City revenue.

Mr. Rolfe also noted that the City is not obligated to provide parking for residents.

EXECUTIVE SESSION

The members determined that the Executive Session was not necessary at this time.

ADJOURNMENT

The Parking and Traffic Commission meeting adjourned at 5:56 p.m.

RECONVENE

MEETING OF THE SAN FRANCISCO PARKING AUTHORITY

The President called the meeting to order at 6:06 p.m. The roll call indicated Quorum present.

Commissioner Rosales was excused from the meeting on motion of the Vice President, seconded by Commissioner Louie.

VOTE: *Ayes: Members Heminger, Jordan, Louie, Molinari*
Noes: None
Excused: Member Rosales

ADOPTION OF THE MINUTES.

The Minutes of the September 15, 1992 meeting of the Commission were adopted on the motion of Commissioner Louie. The motion was seconded by the Vice President.

VOTE: *Ayes: Members Heminger, Jordan, Louie, Molinari*
Noes: None
Excused: Member Rosales

COMMISSIONERS' QUESTIONS AND MATTERS

The President inquired about bicycle parking at the Sutter-Stockton Garage. The Director of the Parking Authority reported that bicycles riders are charged a small fee for parking at the Garage. He noted that three spaces are allocated for bicycle parking at the Garage and indicated that those spaces will accommodate a dozen bicycles.

NEW BUSINESS

Resolution No. 92-1188 Recommending Approval of Saint Mary's Square Garage Management Contract Bid Documents

The Parking Authority Director provided the members with an overview of the Resolution. He noted that the matter was continued from a previous meeting pending revisions to the management contract pertaining to performance and fidelity bonds. Those revisions were presented to the members.

The members questioned the utilization of a management contract versus a lease agreement. The Deputy City Attorney explained that under a lease agreement, if there is a holdover by a tenant following a termination of lease for a cause, an unlawful retainer action may be necessary. Under a management agreement, a less complicated trespass action may be necessary.

There was no public comment on the matter.

On motion of Commissioner Heminger, seconded by the Vice President, Resolution No. 92-1188 was adopted.

VOTE: *Ayes: Members Heminger, Jordan, Louie, Molinari*
Noes: None
Excused: Member Rosales

Staff was instructed to review the feasibility of changing parking facility lease agreements to management contracts.

Resolution No. 92-1190 Approving Bid Specifications for New Revenue Control Equipment at Sutter Stockton Garage

The Parking Authority Director requested that the matter be continued on November 3, 1992.

There was no public comment on the matter.

The matter was continued on motion of Commissioner Heminger, seconded by Commission Louie.

VOTE: *Ayes: Members Heminger, Jordan, Louie, Molinari*
Noes: None
Excused: Member Rosales

Resolution No. 92-1191 Approving Hotel Parking Arrangements for the Sutter-Stockton and Union Square Garages

On motion of Commissioner Heminger, seconded by the Vice President, the matter was continued for the November 3, 1992 meeting of the Commission.

VOTE: *Ayes: Members Heminger, Jordan, Louie, Molinari*
Noes: None
Excused: Member Rosales

Resolution No. 92-1192 Requesting that the Board of Supervisors Pass an Emergency Ordinance Terminating the Parking Operator's Lease at the Vallejo Street Garage and Authorizing the Parking Authority to Negotiate an Interim Contract for Parking Management Services at that Facility

The Director of the Parking Authority provided the Commission with an overview of the Resolution. He reported that he had discovered that Metropolitan Parking Corportation did not have a performance bond as required in the Garage Lease. The Department of Real Estate issued a letter to the Corporation (dated September 11, 1992) giving the Corporation a 30-day deadline for submittal a performance bond. To date, Metropolitan Parking Corporation has not provided evidence that they will submit a performance bond.

Resolution No. 92-1192 is a conditional resolution which will allow the Department to request that the Board of Supervisors declare an emergency after the 30-day period and terminate the contract. The Department would then negotiate with the 1989 second-rank bidder to operate the Vallejo Street Garage.

Julie De Gregorio, representing Metropolitan Parking Corporation, addressed the members requesting that the Corporation be released rather than terminated from the Lease. She presented the members with a letter requesting to be released from the Lease, a copy of a letter from a bonding company and a photocopy of a certified cashier's check in the amount of $75,000.

Ms. De Gregorio indicated that the Vallejo Street Garage operator has been harassed by the Mayor's Office. She stated that the harassment consisted of the Mayor's Office requesting that the

operator sweep the stairs at the Garage. The President remarked that he did not interpret the Mayor's Office request to be harassment.

The President asked why a photocopy of the certified check was submitted to the Department and not the original check. Ms. De Gregorio stated that the photocopy of the check proves that the Corporation is not asking to be released from the Lease for financial reasons.

The Director of the Parking Authority stated that the Lease provides that after a three year period, the City or the lessee can give six-month notice of cancellation of the Lease.

On motion of Commissioner Heminger, seconded by Commissioner Louie, Resolution No. 91-1192 was adopted.

VOTE: *Ayes: Members Heminger, Jordan, Louie, Molinari*
Noes: None
Excused: Member Rosales

The President requested that the Minutes indicate that the operator has given the Commission a written request for a six-month termination of the Lease under Section 22 of the Lease Agreement. The six months will commence on October 6, 1992. In addition, the President noted that the Resolution was adopted with the understanding that the operator has until October 10, 1992 to furnish the Department with the adequate security required in the Agreement. The Corporation representative acknowledged the President's statements.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The meeting adjourned at 6:45 p.m.

Respectfully submitted,

PARKING AND TRAFFIC COMMISSION

Renee Faison
Commission Secretary

PARKING AND TRAFFIC COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

0/92
nk M. Jordan
Mayor

25 VAN NESS AVENUE, SUITE 880
SAN FRANCISCO, CALIFORNIA 94102
554-9800

John L. Molinari
President

Frederick E. Jordan
Vice President

Steve Heminger
Betty Louie
Manuel A. Rosales

NOTICE

MEETING OF THE PARKING AND TRAFFIC COMMISSION
AND THE SAN FRANCISCO PARKING AUTHORITY COMMISSION

Tuesday, October 20, 1992
4:00 p.m.

Room 282, City Hall
San Francisco, California

AGENDA

1. *ROLL CALL*

2. *ADOPTION OF MINUTES*

   Adoption of Minutes of Meetings held on September 29, 1992 and October 6, 1992

3. *EXECUTIVE DIRECTOR'S REPORT*

4. *COMMISSIONERS' QUESTIONS AND MATTERS*

5. *UNFINISHED BUSINESS*

   a. Continued Discussion on Street Sweeping

6. *NEW BUSINESS*

   a. Resolution No. 92-1193 (PA) Urging the Board of Supervisors to Change the City Ordinance thereby Allowing the Parking Authority to be Notified of Late Payment of Taxes by City Garage Managers
   b. Discussion of Management Audit of Parking and Traffic Department and Parking Authority
   c. Review of the City and County of San Francisco's Parking and Traffic Ticket Process
   d. Commission Performance Appraisal of Appointing Officers
   e. Resolution No. 92-104 (PTC) Urging the Board of Supervisors to Enact Legislation Amending the Police Code Regarding the Union Square Sightseeing Bus Stand
   f. Approval of Form of Invitation for Bid of Union Square Sightseeing Bus Stand Permit

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7. *PUBLIC COMMENT*

The public may address the Commission on any matter within the jurisdiction of the Commission. This should not relate to any item on this agenda since public comment will be taken as each agenda item is discussed. The President requests that each person addressing the Commission limit herself/himself to five minutes.

8. *EXECUTIVE SESSION*

Consideration of Positions of Executive Director, the Bureau Chief of Parking, the Bureau Chief of Traffic, the Parking Authority Director and the Parking Authority Assistant Director

9. *ADJOURNMENT*

k M. Jordan
Mayor

PARKING AND TRAFFIC COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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John L. Molinari
President

Frederick E. Jordan
Vice President

Steve Heminger
Betty Louie
Manuel A. Rosales

MEETING REPORT

REGULAR MEETING OF THE PARKING AND TRAFFIC COMMISSION AND SAN FRANCISCO PARKING AUTHORITY

Tuesday, October 20, 1992
4:00 p.m.
City Hall, Room 282
San Francisco, California 94102

PRESENT:

Commissioners: John L. Molinari, President
Frederick E. Jordan, Vice President
Steve Heminger
Betty Louie
Manuel Rosales

Staff: John E. Newlin, Executive Director
Tim Johnson, Bureau Chief
Kevin Hagerty, Director of the San Francisco Parking Authority
Larry Wayte, Deputy City Attorney
Renee Faison, Commission Secretary

The Commission President called the meeting to order at 4:12 p.m. The roll call indicated Quorum present.

Commissioner Heminger entered the meeting at 4:15 p.m. Commissioner Louie was excused from the meeting from 4:17 p.m. and returned on 4:22 p.m.

ADOPTION OF THE MINUTES

On motion of Commissioner Rosales, seconded by Commissioner Louie, the Minutes of the September 29, 1992 and October 6, 1992 meetings of the Parking and Traffic Commission and the San Francisco Parking Authority were approved as drafted.

VOTE: *Ayes: Members Jordan, Louie, Molinari and Rosales*
Noes: None
Excused: Member Heminger

EXECUTIVE DIRECTOR'S REPORT

The Executive Director briefed the Commission as follows:

Assembly Bill 408
A Task Force has been established to assist in the identification of property and personnel which will be transferred from the Municipal Court to the Department of Parking and Traffic as a result of the passing of Assembly Bill 408. The transition will occur in 1993.

Parking Control Recognition
Effective November 1, 1992, a program will be implemented to acknowledge the work of specific Parking Control Officers. A corporate sponsor, United Parcel Service, has donated $2,400 which will be awarded in increments of $200.

Cost Recovery
A possible tool for recovering cost for enforcement of special events would be the implementation of a permit fee process. The Director requested Commission consideration of the matter.

Tow Contract
The staff is reviewing the tow contract Request for Proposal. The document will be published at the end of the calendar year.

The Commission President requested a staff report at a future Commission meeting on the tow payment and recovery process.

Community Outreach
The Executive Director has generated community press releases and attended various community meetings in an effort to outreach to the community.

Parking Control Officer Safety
Training issues for Parking Control Officers are being reviewed with a focus on improving safety.

COMMISSIONERS' QUESTIONS AND MATTERS

Commissioner Heminger recommended a joint meeting between the Recreation and Park Department and the Department of Parking and Traffic to discuss an improved procedure for the installation of signs and signals in Golden Gate Park. Bond Yee, the City Traffic Engineer, indicated that a Master Plan Task Force has been implemented to address the isssue of traffic flow in Golden Gate Park. The Commission will be kept advised of those plans.

*

Commissioner Louie requested a status report on the Commission request for the Board of Supervisors to pass an emergency

ordinance terminating the parking operator's lease at the Vallejo Street Garage. The Bureau Chief reported that the matter is being pursued by the Board of Supervisors as normal legislation and not as an emergency ordinance at the recommendation of the City Attorney's Office.

*

Commissioner Rosales inquired about the status of the traffic engineering survey of the intersection of Missouri and Army Streets. The Executive Director reported that the survey has been completed and installation of a semi-actuated signal was recommended by the engineers; however, the area was deemed non-crucial on the City's priority list for signalization. In addition, the cost of the signal ranges from $80,000 to $100,000 and City funds are not available for this project at this time.

*

Commissioner Rosales reported that residents of the Inner Mission area have contacted him concerning the implementation of a Residential Permit Parking Program in their area. He requested that staff follow up on the matter.

*

Commissioner Rosales reported on safety concerns expressed by the Inner Mission Neighborhood Association regarding the closure of 26th Street between Treat and Harrison Streets. Several residents of the area addressed the members on the matter. Speakers included Andy Solo, Jane Perry, Al Roll, Connie Webber and others. The following issues were raised:

- Illegal drugs are being sold in the closed section of 26th Street.
- The Police Department does not have easy access to 26th Street.
- Gang Members are harboring stolen vehicles in Lucky Alley.
- Residents in the area are not allowed access to Lucky Alley.
- Persons park in front of the barricades on 26th Street thereby preventing emergency vehicles from accessing the area.
- The area is not properly enforced.

The speakers beseeched the members to re-open 26th Street and to post "No Stopping" signs on Lucky Alley.

The President of the Commission thanked the speakers and requested that the matter be scheduled for hearing at the November 3, 1992 meeting of the Commission.

*

Commissioner Rosales was excused from the meeting at 5:06 p.m.

*

The Vice President thanked the Finance Director for her contracts report which was provided at a previous meeting and requested that in the future reports on contracts include information on the percentage and dollar amount of contracts granted to MBE/WBE groups.

NEW BUSINESS

Review of the City and County of San Francisco's Parking and Traffic Ticket Process

This matter was taken out of order to accommodate the Controller's schedule.

The President questioned the Controller regarding the Controller's audit of the Department's parking ticket process. The audit indicated that the Department had incorrectly estimated parking ticket revenue. The President remarked that in the past, City revenues had been signed off by the Controller, the Mayor's Budget Director and the Board of Supervisor's Budget Director. He inquired about the current approval process.

The Controller explained that the Mayor can bring the budget to the Board of Directors without approval by the Controller's Office. He noted that the Charter enables the Controller to evaluate revenues during the year. If the revenues are inappropriate, the Controller can unilaterally stop expenditures based on his review of the revenues.

The President thanked the Controller for attending the meeting and remarked that the report was thorough.

*

Commissioner Heminger inquired about the Executive Director's plans to employ procedures which will prevent misinterpretation of revenue information. The Executive Director reported that accountability of staff and control of the collection dimension of the process will ensure reporting of factual revenue information. The Director indicated that he has instructed staff to implement a day-by-day accounting of productivity including the number of Parking Control Officers working and the number of citations written. In addition, other factors, such as Officers working out of category, will be analyzed for overall effect on revenue.

Commissioners Heminger and Louie commented on the high level of absenteeism of Parking Control Officers. The Personnel Director reported that staff attendance is being monitored and compared to previous years.

The President requested that the Executive Director provide the members with a report on the Enforcement Division at each Commission meeting.

The Vice President expressed a desire to have an extensive discussion on the matter and requested the scheduling of a hearing. The President instructed the Commissioner Secretary to agendize the matter for the January 19, 1993 Commission Meeting.

Discussion of Management Audit of Parking and Traffic Department and Parking Authority

The President provided background on the matter. He noted that recently the Department has discovered various parking facility manager's failure to pay parking taxes on a timely basis. At a previous meeting, Commission Heminger suggested a management audit of the City's parking facilities. The President reported that he has followed up on the matter with the Clerk of the Board of Supervisors. The Clerk advised the President that funds in this category have been committed for the year; however, an interdepartmental transfer of funds could be explored. The President contacted Harvey Rose regarding an estimated cost for the audit services. Mr. Rose estimated the audit to cost $73,073 for 1,100 staff hours. The President contact the Mayor's office for comments on the matter. The Mayor's Office agreed that the audit would be a good expenditure of funds.

The President commented on the usefulness of the audit and opined that the Department will be able to recapture revenue by utilizing the information provided by Mr. Rose. The President suggested that the audit include the Residential Permit Parking Office.

On motion of the Vice President, seconded by Commissioner Heminger, the Executive Director was instructed to meet with Mr. Rose to form a negotiated contract for a management audit of the City parking facilities and Residential Permit Parking Office.

VOTE: *Ayes: Members Heminger, Jordan, Louie and Molinari*
Noes: None
Excused: Member Rosales

The President noted that the matter will be placed on the agenda for approval following the finalization of the contract.

COMMISSIONERS' QUESTIONS AND COMMENTS (continued)

The President inquired and commented upon the following matters:

Police Enforcement
The President instructed the Executive Director to prepare a letter to the Chief of Police inquiring about Candlestick Park traffic and the jaywalking and red light enforcement programs.

The Department Logo
The President inquired about the status of the pending Departmental logo. The Executive Director reported that staff submittal of logos was finalized on October 19, 1992. He stated that a committee is reviewing the logos and announcement of the winner is forthcoming.

Illegal Parking Practices
The President inquired about the status of a matter involving illegal parking practices conducted on a daily basis by the operator of a Shell Service Station on Bay Street. The Bureau Chief reported that the matter is being addressed and enforcement of the area has been intensified.

UNFINISHED BUSINESS

Continued Discussion of Street Sweeping

The President requested that it be tabled.

On motion of the Vice President, seconded by Commissioner Louie, the matter was tabled.

VOTE: *Ayes: Members Heminger, Jordan, Louie, and Molinari*
Noes: None
Excused: Member Rosales

NEW BUSINESS

Resolution No. 92-1193 (PA) Urging the Board of Supervisors to Change the City Ordinance thereby Allowing the Parking Authority to be Notified of Late Payment of Taxes by City Garage Managers

The President provided the members with a briefing on the Resolution. He explained that a Board of Supervisors' Ordinance exists which specifies that tax information is confidential. He explained that Resolution No. 92-1193 would allow the Commission

and the Department to be notified of late payment of taxes by City garage managers.

The members discussed the matter and agreed that the tax information is essential and would be useful to the Department.

Commissioner Heminger suggested that it may be useful for other Departments to have the tax information. He suggested that a cover letter accompany the Resolution to the Board of Supervisors indicating that Board may choose to expand notification to various City departments.

On motion of Commissioner Heminger, seconded by Commissioner Louie, Resolution No. 92-1193 was adopted.

VOTE: *Ayes: Members Heminger, Jordan, Louie, and Molinari*
Noes: None
Excused: Member Rosales

Commission Performance Appraisal of Appointing Officers

The President reported on a new performance appraisal system adopted by the Civil Service Commission on January 29, 1992. As a part of the new system, on January 29, 1993 Commissions are responsible for evaluating the Appointing Officers. The persons in which the Parking and Traffic Commission will be evaluating are the Department's Executive Director and Commission Secretary.

The President requested that a member of the Commission attend the briefings. Commissioner Louie volunteered to be the Commission representative at the briefings but noted that she will be unable to attend the meetings as scheduled by the Civil Service Commission. The Personnel Director offered to instruct the Commissioner and provide her the necessary information.

Resolution No. 92-104 (PTC) Urging the Board of Supervisors to Enact Legislation Amending the Police Code Regarding the Union Square Sightseeing Bus Stand
and
Approval of Form of Invitation of Bid of Union Square Sightseeing Bus Stand Permit

The President briefed the members on the Resolution. He noted that the current operator for the Union Square Sightseeing Bus Stand, Greyline Tours, has a five-year permit which expires on December 17, 1992. The permit allowed the operator to facilitate a tour bus service on Powell Street at the cost of $1,000 a year for a period of five years. The matter has undergone review and staff recommends that the project be bid upon at a minimum cost

of $60,000 per year. The President noted that the Port charges $140,000 for a similar operation.

The President announced that the Commission received a letter from Greyline Tours, the current operator of the Union Square Sightseeing Bus Stand, requesting a 30-day continuance of the matter.

Bruce Lymburn, attorney for Greyline, addressed the Commission on the matter. Mr. Lymburn indicated that the purpose of the continuation request is to examine the bid documents. He also commented on the short notice of the hearing. The Bureau Chief stated that notice was sent out four days before the meeting to several tour bus companies.

The President inquired about the timeframe for the project. Claudine Venegas, representing the City and County of San Francisco's Department of Real Estate, reported that following Commission approval, the Board of Supervisors' approval period is approximately six weeks, notice of the bid period is 30 days, and the Department would be required to return to the Board of Supervisors for approval of the award of the license. The entire process will be a period of approximately 120 days.

Terry Parks, representing Total Tours, addressed the Commission. He indicated that his company has attempted to make an offer on the bus stand space in the past but to no avail. He stated that the license was amended in February, 1987, however, he has not had success in locating the amendment. He noted that the Departmental staff has not been receptive to his telephone calls and the receipt for the $5,000 paid by Greyline Tours cannot be located.

The members discussed the matter and indicated no objection to the 30-day continuance.

On motion of the Vice President, seconded by Commissioner Betty Louie, the matter was continued for a 30-day period.

VOTE: *Ayes: Members Heminger, Jordan, Louie, and Molinari*
Noes: None
Excused: Member Rosales

The President instructed the Commission Secretary to schedule the matter for hearing on November 17, 1992.

PUBLIC COMMENT

There was no public comment.

PARKING METER DEMONSTRATION

Ben Beckman, the Department's Director of Parking Operations, provided the members with a demonstration of the manner in which City parking meters are vandalized.

EXECUTIVE SESSION

The Deputy City Attorney announced the Executive Session which was held pursuant to Section 54957 of the California Government Code.

The Executive Session convened at 6:50 p.m.

*

The Open Session reconvened at 7:15 p.m.

The Deputy City Attorney announced that during the Closed Session the Commission directed the Department's Personnel Director to send correspondence to the Civil Service Commission regarding the appointment of John E. Newlin to the position of Director of the Department of Parking and Traffic.

On motion of the Vice President, seconded by Commissioner Heminger, the Personnel Director instructed to send a letter to the Civil Service Commission amending her previous correspondence and requesting that the Executive Director be appointed at Step 5 rather than Step 3 of his position.

VOTE: *Ayes: Members Heminger, Jordan, Louie, and Molinari*
Noes: None
Excused: Member Rosales

ADJOURNMENT

Thereupon the meeting adjourned at 7:20 p.m.

Respectfully submitted,

PARKING AND TRAFFIC COMMISSION

Renee Faison
Commission Secretary

PARKING AND TRAFFIC COMMISSION

November 3, 1992

The Agenda of this meeting is missing.

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CITY AND COUNTY OF SAN FRANCISCO

ank M. Jordan
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554-9800

John L. Molinari
President

Frederick E. Jordan
Vice President

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MEETING REPORT

REGULAR MEETING OF THE PARKING AND TRAFFIC COMMISSION AND SAN FRANCISCO PARKING AUTHORITY

Tuesday, November 3, 1992
4:00 p.m.
City Hall, Room 282
San Francisco, California 94102

PRESENT:

Commissioners: John L. Molinari, President
Frederick E. Jordan, Vice President
Steve Heminger
Betty Louie
Manuel Rosales

Staff: John E. Newlin, Executive Director
Tim Johnson, Bureau Chief
Kevin Hagerty, Director of the San Francisco Parking Authority
Larry Wayte, Deputy City Attorney
Renee Faison, Commission Secretary

The Commission President called the meeting to order at 4:02 p.m. The roll call indicated Quorum present.

Commissioner Rosales entered the meeting 4:10 p.m.

The Commission President remarked that November 3, 1992 is historic for Parking and Traffic Commission of the City and County of San Francisco. He explained that it is the first time the Parking and Traffic Commission has held a meeting on Election Day.

ADOPTION OF THE MINUTES

On motion of Commissioner Louie, seconded by the Vice President, the Minutes of the October 20, 1992 was approved as drafted.

VOTE: *Ayes: Members Heminger, Jordan, Louie, and Molinari*
Noes: None
Excused: Member Rosales

EXECUTIVE DIRECTOR'S REPORT

The Executive Director's report to the Commission was as follows:

Department Logo
The Departmental Logo, which was designed by a Departmental employee, was presented to the Commission. The Logo will appear on Departmental stationery, uniforms and vehicles. The employee who created the design will be honored at a future Commission meeting.

The President observed that the logo concept was proposed by the Executive Director. The members complimented the Executive Director on the logo idea and noted their approval of the design.

The Executive Director thanked the Commission and recognized the Bureau Chief and the Logo Committee for their efforts.

The Vice President inquired about the number of staff members who submitted logos to the Department. The Executive Director indicated that approximately 25 staff members submitted designs.

Parking Meter Update
2,500 meters are being installed throughout the City. There are approximately 3,500 vandalized meters remaining on City streets. Attempts are being made to accelerate the repair program.

Enforcement Division Update
A major reorganization and accountability program is being initiated in the Enforcement Division. Job functions of that Division are being evaluated, a team concept will be structured and a presentation will be made before the Commission upon finalization.

4 Day/10 Hour a Week Work Plan
The 4 day/10 hour a week work plan is currently in effect in the Department's Sign Shop.

The Commission President noted his preference for a 5 day/8 hour a week work plan.

Alice Villagomez, the Department's Personnel Director, indicated that the 4/10 work plan is a temporary pilot program and not a fixed schedule.

Community Outreach
The Executive Director continues to meet with various community groups in an effort to outreach to the citizenry. He has attended meetings with the Haight Ashbury residents and the Union Street merchants. The Haight Ashbury meeting focused on the Residential Parking Permit Program and the meeting with the Union

Street merchants involved discussions concerning methods to better facilitate commerce in that area.

COMMISSIONERS' QUESTIONS AND MATTERS

Commissioner Rosales thanked the staff for the prompt response on the Yellow Taxi Cab issue.

*

Commissioner Louie commented on the Executive Director community outreach. She commended him for his efforts to educate the public on parking and traffic issues.

*

The Vice President requested that the Executive Director provide the members with ongoing reports regarding the Enforcement Division employee's morale.

*

Commissioner Heminger requested that the media and public be kept informed of the management audit findings. The Executive Director acknowledged the request but noted the preference to notify the press and public at the end of the process. He explained that solutions could be offered at that time. The Commissioner agreed.

Commissioner Heminger asked for information on the TransBay Terminal Task Force. The Executive Director reported that the Task Force will review the proposal to demolish and reconstruct the Terminal. Bond Yee and the Executive Director will participate in that Task Force and will provide the Commission with a status report at the conclusion of the Task Force meetings.

*

The Commission President remarked that he has received very favorable reports from community groups regarding the Executive Director's participation in neighborhood meetings.

The President inquired about the Executive Director's recent letter to the Director of the Mayor's Office of Emergency Services. The Executive Director reported that he contacted the Emergency Services Office because the Department of Parking and Traffic had been overlooked for participation in the City's emergency plans. The Director noted that the Department has vast resources available which can be incorporated in the City Plan as it is developed.

The Commission President reported that the Executive Director has been investigating the free use of parking spaces at City-owned

parking facilities. He asked for an update on the matter. The Executive Director reported that the study is proceeding and an analysis will be presented to the Commission upon completion.

UNFINISHED BUSINESS

Resolution No. 92-1190 Authorizing the City of San Francisco Uptown Parking Corporation to Competitively Bid the Purchase of New Revenue Control and Security Equipment at the Sutter-Stockton Garage and Approving Related Bid Documents

The Director of the Parking Authority provided a briefing to the members on Resolution No. 92-1190. He reported that revenue control equipment at the Sutter-Stockton Garage has been determined to be inefficient. The San Francisco Uptown Parking Corporation has requested: (1) replacing the equipment, (2) converting the existing patron payment system to a centralized cashiering station system, and (3) expanding the existing closed circuit television system.

A performance bond, valid through the end of the installation of equipment and testing period, is a requirement of the contract as well as a one-year warranty on all parts and labor.

Approval of the related bid documents was also requested.

The Commission members questioned Marvin Marx, Corporate Manager of the Sutter-Stockton Garage, regarding various aspects of the bid specifications.

The President instructed the Parking Authority Director to include detailed language in the bid documents regarding the percentage of guarantee on the surety bond. The President also recommended the specification of a "Corporate Surety Bond."

The Vice President suggested the final specification include a plan of the Garage.

On motion of Commissioner Heminger, seconded by the Vice President, the Resolution No 92-1190 was approved as drafted.

VOTE: *Ayes: Members Heminger, Jordan, Louie, Molinari and Rosales*
Noes: None

Resolution No. 92-1191 Authorizing the City of San Francisco Uptown Parking Corporation to Bid Out Hotel Parking Arrangements at the Sutter-Stockton Garage and to Permit the Department of Parking and Traffic on Behalf of City Park the Operator of the Union Square Garage to Bid Out Hotel Parking at the Union Square Garage

The Director of the Parking Authority provided background on Resolution No. 92-1191.

The President inquired about the amount of revenue appropriated to the garage operators under the current lease agreement. The Parking Authority Director reported that the Sutter-Stockton Garage operator receives 15 percent of the net revenue of the Garage and the Union Square operator receives 20 percent.

The President asked if the hotels will be required to pay parking tax under the hotel parking plan. The Director of the Parking Authority reported that hotels, banks and insurance companies are exempt from parking tax regulations.

The President noted his concern regarding the tax exemption. He indicated that the Parking Tax Ordinance was enacted to provide tax exclusion to hotels which offer free parking to their guests. The Bureau Chief indicated that staff will examine the legislative history of the hotel Parking Tax Ordinance.

The President inquired about the parking fees for hotel parking. The Parking Authority Director reported that the hotels will charge their guests between $15.00 and $20.00 per day. The City-owned garages will charge $7.75 per day for hotel parking.

The President noted concern in the disparity of the parking fees. The President indicated that he is not opposed to hotels receiving a reasonable profit for handling the transaction but opined that a $12.00 profit per customer is unreasonable. The Bureau Chief noted that hotels have expenses, such as valet costs, associated with parking guest vehicles. The President opined that the $12.00 profit per customer is excessive.

Commissioner Heminger inquired about the hotel parking charges of private garages. The Bureau Chief reported that private garages charge between $12.00 and $14.00 for hotel parking.

Commissioner Rosales inquired about the current parking capacity of the Garages. The Bureau Chief reported that the Garages currently have excess parking capacity.

Commissioner Heminger asked if hotel parking will interfere with transient parking during the Holiday Season. The Bureau Chief reported that the Garages will stack park transient vehicles during the Holiday Season.

Commissioner Louie inquired about the prospective bidders. The Parking Authority Director reported that both hotels and parking operators can bid on the hotel parking. He explained that hotels can offer a bid for the 150 spaces or a parking operator can bid on the spaces for brokering to the local hotels.

The President noted concern regarding the 120-day termination notice provision in the contract. He suggested that the term of the contract be for a minimum of one year.

Commissioner Louie noted that the hotel agreement at the Sutter-Stockton Garage is for a period of five years and the Union Square agreement is for a period of four years. She opined that the agreement terms are too long and recommended the terms be shortened.

Commissioner Rosales inquired about the parking tax exemption for hotel guests. The Deputy City Attorney indicated that he will investigate the matter.

Public Testimony

Jane Perry, a resident of San Francisco, agreed that a ceiling should be imposed on the hotel's fees.

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Julie De Gregorio, representing Harsch Investments and California Parking, opposed the plan and requested a two week continuance of the matter. She indicated that the Finance Committee informed her clients that the industry would be allowed to participate in the bid proposal. She stated that she received the bid proposal on the morning of November 3, 1992 and has not had an opportunity to review the package with her clients.

The Parking Authority Director noted that the documents were prepared several days in advance of the Commission meeting and were available upon request.

Ms. De Gregorio stated that when the matter was before the Finance Committee, the plan was restricted to hotel valet parking. She indicated that the Invitation for Bid proposal includes provisions for self parking and stack parking. She asked if hotel guests will be required to stack park their vehicles.

The Parking Authority Director replied that the hotel guests will not be required to stack park their vehicles. He indicated that transient vehicles will be stack parked by the garage attendants.

Ms. De Gregorio stated that the Board of Supervisors recommended that a separate area be designated in each garage for hotel

parking. She noted, however, that in the bid proposal, garage management has the authority to change the location of the hotel guest's vehicles within the garage.

Ms. De Gregorio questioned what controls would be in place to prevent businesses, such as restaurants, from using the hotel parking. The President of the Commission indicated that the program will be audited.

On motion of Commissioner Rosales, seconded by Commission Louie, Resolution No. 92-1191 was continued for the November 17, 1992 meeting of the Commission.

VOTE: *Ayes: Members Heminger, Jordan, Louie, Molinari and Rosales*
Noes: None

Staff Recommendation Regarding Re-opening of 26th Street between Treat and Harrison Streets/Posting of "No Stopping" Signs on 26th Street and Lucky Alley

Bond Yee, City Traffic Engineer, provided a briefing on the matter. He noted that at the October 20, 1992 meeting of the Commission, staff was instructed to conduct an evaluation on the feasibility of re-opening 26th Street between Treat Avenue and Harrison Street and several related matters. He noted the following staff findings:

26th Street between Treat Avenue and Harrison Street
From a traffic circulation standpoint, the re-opening of 26th Street would have a minor impact. From a parking enforcement standpoint, the re-opening of the Street would provide a benefit.

Sidewalk Narrowing on Treat Street Along Garfield Square Parking
Treat Street is 30 feet wide and the sidewalk is 15 feet wide. Since pedestrian traffic on the east sidewalk is minimal, it would be possible to narrow the walk to 8 or 9 feet. However, the cost can be significant since drainage would require modification and street furniture would require relocation.

Mr. Yee noted that this matter is within the jurisdiction of the Department of Public Works.

Tow-away on Lucky Street between 24th and 26th Streets
A public hearing will be held to consider implementation of a "Tow-away, No Stopping Anytime" regulation on both sides of Lucky

Street. A petition will be required to initiate the hearing since this is a public safety issue.

Public Testimony

Grace Healy, resident of Treat Street, urged the Commission to re-open 26th Street. She stated that the closed street is a haven for drug dealers.

*

Linda Pollin, representing the Board of Directors for Inner Mission Neighbors, encouraged the Commission initiate every possible safety precaution for the children who live in the area.

The Executive Director noted that safety measures will be instituted. He indicated that a three foot fence will be erected on both sides of the street from Treat to Harrison Streets. The crosswalks will also be marked.

The President of the Commission remarked that staff should consider the restriction of truck traffic in the area.

*

Virginia Conway, a member of the California Plant Society, suggested hedge bushes as a barrier in the middle of the street. The public opposed the bush idea noting that drug dealers would use the bushes to hide contraband.

*

Sidewalk Narrowing on Treat Street Along Garfield Square Parking
Commissioner Rosales moved to transmit a letter to the Department of Public Works requesting a narrowing on Treat Street along Garfield Square Park. Commissioner Heminger seconded the motion.

VOTE: *Ayes: Members Heminger, Jordan, Louie, Molinari and Rosales*
Noes: None
Excused: None

26th Street between Treat Avenue and Harrison Street
Commissioner Rosales moved that the Executive Director be instructed to prepare a resolution urging that the Board of Supervisors re-open 26th Street between Treat Avenue and Harrison Street. The matter will appear on the agenda for the December 1, 1992 Commission meeting.

The Vice President seconded the motion.

VOTE: *Ayes: Members Heminger, Jordan, Louie, Molinari and Rosales*
Noes: None
Excused: None

Tow-away on Lucky Street between 24th and 26th Streets
Commissioner Rosales moved to instruct the Executive Director to hold a public hearing to consider the implementation of a "Tow-away, No Stopping Anytime" regulation on both sides of Lucky Street between 24th and 26th Streets.

Commissioner Louie seconded the motion.

VOTE: *Ayes: Members Heminger, Jordan, Louie, Molinari and Rosales*
Noes: None
Excused: None

NEW BUSINESS

Approval of Leave of Absence for the Executive Director

The Executive Director requested approval to leave the State on November 12 and 13, 1992.

Commissioner Rosales moved to forward the proper leave paperwork to the Mayor's Office requesting the Director's leave.

The motion was seconded by the Vice President.

VOTE: *Ayes: Members Heminger, Jordan, Louie, Molinari and Rosales*
Noes: None
Excused: None

Adoption of Amended Rules of Order

Commissioner Heminger reported that the Rules Committee has reviewed the Rules of Order and are prepared to recommend three amendments to the document. He noted that the Rules Committee also reviewed Chapter 17 of the Administrative Code and will

present recommendations for amendments of the Code at the November 17, 1992 meeting of the Commission. He moved that the adoption of the amended Rules of Order be continued for the November 17, 1992 meeting of the Commission.

The Vice President seconded the motion.

VOTE: *Ayes: Members Heminger, Jordan, Louie, Molinari and Rosales*
Noes: None
Excused: None

*

Commissioner Rosales was excused from the meeting at 6:03 p.m.

*

Approval of Annual Report for Fiscal Year 1991-1992

The Executive Director presented the Annual Report to the Commission.

The Vice President commented favorably on the fiscal information which was included in the document.

Commissioner Louie moved to forward the Annual Report to the Mayor and the Board of Supervisors. The Vice President seconded the motion.

VOTE: *Ayes: Members Heminger, Jordan, Louie and Molinari*
Noes: None
Excused: Member Rosales

*

The President of the Commission provided the members with a photocopy of three memoranda entitled Joint Report on Fiscal Year 1991-92 Budget. The President noted that at the October 20, 1992 meeting of the Commission, the Controller had stated that the proposed revenues were not approved by the Controller's Office. The President noted that, as evidenced in the memoranda, the previous Controller had approved the Department's budget along with the Mayor's Budget Analyst and the Board of Supervisors Budget Analyst.

*

The Executive Director invited the Commission's attendance at the re-opening celebration of the Ellis-O'Farrell Garage on November

24, 1992. The President instructed the Commission Secretary to prepare a memorandum to the members providing details on the affair.

PUBLIC COMMENT

Will Taylor, resident of the Haight Ashbury area, addressed the members regarding the proposed residential permit parking in the area. Mr. Taylor complimented the Executive Director on his handling of the neighborhood hearings on the matter.

Mr. Taylor remarked that the neighbors of the area are not convinced that the matter is community driven as reported by the Executive Director. He indicated that neighbors believe the matter to be revenue driven. He suggested that a survey be conducted to determine the need for the parking program.

The President noted that he drafted the Residential Permit Parking Ordinance while serving on the Board of Supervisors. He assured Mr. Taylor that the program is not revenue driven.

*

Virginia Conway provided the members with a portion of the Visitor's Bureau Brochure. She noted that the brochure refers to parking garages in the area and suggested that the Department may want to provide information to the Bureau.

*

Jim Rhodes, homeowner in Haight Ashbury area, also complimented the Director on his handling of the hearing. He noted that the attendees of the meeting were "unruly." Mr. Rhodes noted that there are 2,100 legal parking spaces available and approximately 4,500 vehicles trying to access the spaces. He opined that the residents or San Francisco need to be better educated on parking.

Mr. Rhodes also commented on the postcard survey which will be conducted in the Haight Ashbury area and suggested that the process be stopped.

The President indicated that the process could not be stopped because a petition was generated.

*

Dr. Darrell Naba, of the Haight Ashbury Free Medical Center, noted opposition to the proposed Residential Permit Parking program. He stated that the permit process will prevent the Medical Center patients from parking in the area and impede the

Medical Center's ability to provide free clinic services. He noted concern regarding the postcard process and asked if one postcard would be issued per dwelling.

The Executive Director reported that one postcard would be provided per dwelling unit.

*

Christine Hall, a resident of the area adjacent to the proposed "W" residential permit parking area, addressed the members. She indicated that notice of the first hearing on the matter was not widely publicized. She stated that Departmental staff is not well informed about the permit process. She suggested that brochures be circulated on the matter. She noted her concern regarding the $21.00 parking permit charge. She indicated her disapproval of the postcard process.

*

Jude Brown, a merchant in the Haight Ashbury area, opined that businesses in the area will be negatively effected by the permit program. She also noted concern regarding the lack of parking which will be available for her staff once the process is implemented.

*

Andy Forward, business person in the Haight Ashbury area, questioned if the Department was bias in this matter.

The President assured Mr. Forward that there is no biased in the Department on the matter.

ADJOURNMENT

Thereupon the meeting adjourned at 7:35 p.m.

Respectfully submitted,

PARKING AND TRAFFIC COMMISSION

Renee Faison

Renee Faison
Commission Secretary

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ank M. Jordan
Mayor

PARKING AND TRAFFIC COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

25 VAN NESS AVENUE, SUITE 880
SAN FRANCISCO, CALIFORNIA 94102
554-9800

John L. Molinari
President

Frederick E. Jordan
Vice President

Steve Heminger
Betty Louie
Manuel A. Rosales

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NOTICE

MEETING OF THE PARKING AND TRAFFIC COMMISSION
AND THE SAN FRANCISCO PARKING AUTHORITY COMMISSION

Tuesday, November 17, 1992
4:00 p.m.

Room 282, City Hall
San Francisco, California

AGENDA

1. *ROLL CALL*

2. *ADOPTION OF MINUTES*

   Adoption of Minutes of Parking and Traffic Commission and San Francisco Parking Authority Commission Meeting held on November 3, 1992

3. *EXECUTIVE DIRECTOR'S REPORT*

4. *COMMISSIONERS' QUESTIONS AND MATTERS*

5. *UNFINISHED BUSINESS*

   a. Resolution No. 92-104 (PTC) Urging the Board of Supervisors to Enact Legislation Amending the Police Code Regarding the Union Square Sightseeing Bus Stand
   b. Approval of Form of Invitation for Bid of Union Square Sightseeing Bus Stand
   c. Resolution No. 92-1191 (PA) Recommending Approval of Hotel Parking Arrangements for the Sutter-Stockton and Union Square Garages
   d. Approval of Amended Rules of Order
   e. Approval of Amendments to Chapter 17 of the San Francisco Administrative Code Regarding the San Francisco Parking Authority

6. *NEW BUSINESS*

   a. Presentation on the 5th and Mission Garage Expansion
   b. Briefing on Non-profit Garage Corporations
   c. Resolution No. 92-105 (PTC) Authorizing the Executive Director of the Department of Parking and Traffic to Apply for a Grant in the Amount of $285,000 of State

(Continued on Back of Page)

Proposition 116 Funds for the Removal of the Median on Valencia Street (Market to Mission Streets) to Enable the Street to be Restriped with Wide Curb Lanes to Reduce Bicycle/Motor Vehicle Conflicts

d. Resolution No. 92-106 (PTC) Authorizing the Executive Director of the Department of Parking and Traffic to Apply for a Grant in the Amount of $200,000 of State Proposition 116 Funds for Signage to Delineate Commuter Bicycle Routes Throughout the City and County of San Francisco

e. Resolution No. 92-107 (PTC) Urging the Board of Supervisors to Adopt a Resolution which would Authorize the Director of Parking and Traffic to Apply for and Accept $80,000 of State Funds for Participation in the 1993 California Department of Transportation's Fuel Efficient Traffic Signal Management (FETSIM) Program, for the Mission District Signal System

f. Policy on Tape Recordings of Meetings of Parking and Traffic Commission

g. Resolution No. 92-108 (PTC) Requesting Approval from the Mayor to Transfer Administrative Funds from the Department of Parking and Traffic to the Board of Supervisors for the Purpose of Initiating a Request to the Budget Analyst for a Management Audit of the Parking Facilities Under the Jurisdiction of the San Francisco Parking Authority

7. *PUBLIC COMMENT*

The public may address the Commission on any matter within the jurisdiction of the Commission. This should not relate to any item on this agenda since public comment will be taken as each agenda item is discussed. The President requests that each person addressing the Commission limit herself/himself to five minutes.

8. *ADJOURNMENT*

PARKING AND TRAFFIC COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

25 VAN NESS AVENUE, SUITE 880
SAN FRANCISCO, CALIFORNIA 94102
554-9800

k M. Jordan
Mayor

John L. Molinari
President

Frederick E. Jordan
Vice President

Steve Heminger
Betty Louie
Manuel A. Rosales

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MEETING REPORT

REGULAR MEETING OF THE PARKING AND TRAFFIC COMMISSION AND SAN FRANCISCO PARKING AUTHORITY

Tuesday, November 17, 1992
4:00 p.m.
City Hall, Room 282
San Francisco, California 94102

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PRESENT:

Commissioners: John L. Molinari, President
Frederick E. Jordan, Vice President
Steve Heminger
Betty Louie
Manuel Rosales

Staff: John E. Newlin, Executive Director
Tim Johnson, Bureau Chief
Kevin Hagerty, Director of the San Francisco Parking Authority
Larry Wayte, Deputy City Attorney
Renee Faison, Commission Secretary

The Commission President called the meeting to order at 4:00 p.m.

The roll call indicated Quorum present.

ADOPTION OF THE MINUTES

On motion of Commissioner Heminger, seconded by Commissioner Louie, the Minutes of the November 3, 1992 meeting of the Parking and Traffic Commission and San Francisco Parking Authority were adopted as drafted.

VOTE: *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director reported to the Commission on the following matters:

Enforcement Division
Enforcement Division reorganization plans are being finalized and the first working products of the new accountability systems are being accomplished.

Community Outreach
Community meetings were attended with residents of Duboce Triangle, Nob Hill and South Park.

Ellis O'Farrell Garage Celebration Ceremony
The Ellis O'Farrell Garage will be celebrating the completion of its seismic upgrade and garage expansion project on November 24, 1992 at 10:00 a.m. The Commission members were invited to participate in the celebration, with the President of the Commission presiding.

Parking Controller of the Month Program
December is the target month for the implementation of the Parking Controller of the Month Program. Funding for the awards has been made available by the United Parcel Service. A stipend of $250.00 will be granted each month to the selected Officer.

*

The President of the Commission indicated skepticism in accepting the contribution from United Parcel Service noting the double parking practices of many of the company's drivers.

The Executive Director indicated that he is working with United Parcel Service management to insure that drivers are counseled concerning parking violations. He noted that the company pays parking citations in excess of $10,000 per month and payments are made on a timely basis.

COMMISSIONERS' QUESTIONS AND MATTERS

Commissioner Heminger requested a status report on meter vandalism and repair. The Executive Director reported that approximately 750 to 800 meters are being installed each week following a succession of vandalism. He noted that a total of approximately 4,200 meters have been retrofitted to date. In addition, the Department is attempting to hire six temporary employees to assist in the retrofitting operation. The Executive Director indicated that closure of the retrofitting process is expected in the next two months and he noted that arrests of meter vandals are being conducted on a regular basis.

*

The Vice President inquired about the status of staff plans to conduct Minority Business Enterprise/Women Business Enterprise (MBE/WBE) parking lease briefings. The Director of the Parking Authority indicated that staff is in the initial planning stage for the briefings and will report to the Commission as plans solidify.

*

Commissioner Louie commented on a past Commission speaker's criticism regarding the lack of motorcycle parking spaces in San Francisco. The Commissioner noted that she has recently received several requests from constituents regarding additional motorcycle spaces. She urged staff to investigate the matter.

*

The President of the Commission inquired about the status of the opening of the Polk-Bush Garage. The Executive Director reported that the Garage will open for business on November 25, 1992. The Parking Authority Director indicated that the Garage will open approximately one month behind schedule.

The President questioned staff concerning the delays and requested a Commission review of the Department's policy on garage contract extensions and liquidated damages.

*

Commissioner Rosales questioned staff concerning construction permits. The Executive Director reported that construction permits are issued by the Department of Public Works and enforced by one member of the Police Department staff. He noted that the citation charge for construction parking offenses is $1,000.

Commissioner Rosales inquired about the Parking Control Officer who was recently injured on the job. The Executive Director reported that the Officer is out of the hospital and is recuperating at home.

Commissioner Rosales requested a status report on Resolution No. 92-97 which called for the restriction of trucks on Vermont and Mariposa Streets. Bond Yee, the City Traffic Engineer, reported that the matter is currently before the Board of Supervisors for review.

Commissioner Rosales inquired about the possibility of increasing parking meter time in the West Portal area. The Executive Director indicated that he will liaison with West Portal merchants concerning the matter.

UNFINISHED BUSINESS

Resolution No. 92-104 (PTC) Urging the Board of Supervisors to Amend Police Code Section 1159 to Allow for the Department of Parking and Traffic to Administer the Union Square and Fisherman's Wharf Sightseeing Bus Stands and to Increase the Permit Fees to the Fair Market Rental

Approval of Form of Invitation of Bid of Union Square Sightseeing Bus Stands

The Bureau Chief provided the briefing to the Commission on the matter. He noted that the current permittee was issued a permit in accordance with Police Code Section 1159 which allows a sightseeing vehicle to stand for the purpose of selling tickets for sightseeing tours as well as pick-up and discharge of passengers from a vehicle in front of the vehicle stand. The current fee of $5,000 for a five-year term expires in December, 1992.

The Bureau Chief indicated that if the Police Code were amended, this matter could be bid upon in accordance with Section 23.24 of the San Francisco Administrative Code which provides that "...leases that are expected to produce more than $1,500 per month in revenue be awarded to the highest responsible bidder in accordance with competitive bidding procedures." Staff recommended a minimum bid amount of $5,000 per month.

*

Commissioner Louie inquired about the Port month-to-month agreement at Fisherman's Wharf. The Bureau Chief reported that the Port agreement with Cable Car Advertisers, Inc. is approximately $140,000 per year.

Harry Quinn, Assistant Director of the Department of Real Estate, addressed the members concerning the recommended minimum bid amount of $5,000 per month. He noted that the Department of Real Estate has recommended that if a five-year lease is to be offered that an adjustment equal to the Consumer Price Index be made on the third and subsequent anniversaries of the license agreement.

Commissioner Rosales noted concern regarding WBE/MBE groups' ability to bid on the recommended amount. He suggested that small business people would be precluded from bidding on the project. He suggested reducing the bid. Mr. Quinn noted no objection to lowering the bid, however, he opined that the bid would still be made over $60,000.

The President of the Commission remarked that a-frame advertisements should be prohibited from the outside of the facility. Commissioner Rosales concurred.

Public Comment

Samuel Greason IV, representing Gray Line Tours, addressed the Commission. He indicated that for over 65 years, Gray Line has provided the Union Square sightseeing service to San Francisco tourists. He indicated that Gray Line is in agreement with the staff's recommendation for a competitive bidding process. Mr. Greason requested the following changes to the staff draft of the Amendments to Section 1159 of the Police Code:

- Page 1, line 4 - delete "...(1)."
- Page 1, lines 7 through 12 - delete language "...(2) to change the term of the Union Square Permit from five years to three years.... in issuing the Union Square Permit."
- Page 2, lines 17 and 18 - delete the word "three" in both lines.
- Page 3, line 4 - delete "...this ordinance" and insert new language.
- Page 4, lines 1 through 7 and lines 21 through 22 - retain staff deletions.
- Page 5, lines 19 through 22 - retain staff deletions and modify language.

Mr. Greason inquired about the proposed five year contract. The President of the Commission stated that the contract term is recommended for a five year period, however, the fee would be reviewed in the fourth and fifth years. Mr. Greason agreed with the concept.

The President noted that staff deletions were made to the document in many cases because the information was included in the bid document. He noted that the bid document is the controlling document.

Mr. Greason requested that the minimum bid be lowered to $25,000.

Arnold Gridley, owner of Motorized Cable Cars, requested that the minimum bid amount to changed to $25,000.

*

The Commission President called for a break at 5:30 p.m. The meeting reconvened at 5:40 p.m.

*

Terry Parks, representing Total Tours, addressed the Commission. He indicated that Total Tours is interested in bidding on the project. He suggested that the City manage the tour operation.

The Executive Director opined that privatization of the operation is more suitable.

Edward H. Lawson, Executive Director of the Union Square Association, noted the need for objective language in the Ordinance. He beseeched the Commission to adopt language which would indicate: no active verbal solicitation, no outside advertising, no loud speakers, no advertising on stand or vehicle. Mr. Lawson recommended that the minimum bid be lowered. In addition, Mr. Lawson requested that the Ordinance specify the intent that this lease will be the only lease of its type in the City of San Francisco.

Virginia Conway, resident of San Francisco, recommended that no A-frame advertising be allowed on the street.

Mr. Greason addressed the following matters regarding the Non-Exclusive License to Use Space:

- Page 5 Section 11.2 Required Surety Bond, Mr. Greason requested that the requirement of surety bond in an amount equal to three hundred percent of the Base Fee be lowered. He noted that his client would be required to pay $180,000 in cash. The Deputy City Attorney explained that the amount required is three hundred percent of the monthly fee. The amount required would be $1,500.
- Page 8 - Mr. Greason requested that 14.1 be eliminated and 14.2. requested a reasonable time to cure.

*

The members deliberated upon the matter. Each document was voted as follows:

Resolution No. 92-104

Commissioner Heminger moved to adopt the following amendments to Resolution No. 92-104:

- The title of the Resolution be changed to read: "Resolution ***Requesting*** that the Board of Supervisors..."
- The second Whereas clause (beginning on line 8) be eliminated;
- The third Whereas clause (beginning on line 11) become the second clause and the figure "***$1,000***" be used.
- the fourth Whereas clause becomes the third clause;
- The figure on line 16 be changed to "***$1,500***";
- The Resolved clause be revised to read "That the Parking and Traffic Commission ***request that*** the Board of Supervisors

adopt legislation *transmitted herewith* amending the Police Code to require that the Union Square Sightseeing Bus Stand lease be competitively bid."

The motion was seconded by Commissioner Rosales.

VOTE: *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

At the President's request for language for a new fourth clause in the Resolution, the City Attorney recommended the following:

> *"Whereas, the Department of Real Estate had advised the Parking and Traffic Commission that the permit for a sightseeing bus stand at Union Square could generate revenue substantially in excess of $1,500 per month; and"*

Commissioner Rosales moved to adopt the new language recommended by the City Attorney. The motion was seconded by the Vice President.

VOTE: *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

On motion of Commission Rosales, seconded by the Vice President, Resolution No. 92-104 was adopted as amended.

VOTE: *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

*

Ordinance Amending the San Francisco Police Code

Commissioner Heminger moved to adopt the following amendments to Ordinance:

Page 2, lines 17 and 18 to read:
"...above shall have a term of *five* years, and shall be competitively re-bid every *five* years by the Department..."

Page 5 line 20 and 21 to read:

"...relating to inspection and maintenance, *as established by California Highway Patrol regulations*, program submitted by the..."

The motion was seconded by the Vice President.

VOTE: *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

On motion of the Vice President, seconded by Commissioner Louie, the Ordinance was adopted as amended.

VOTE: *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

The President instructed staff to transmit the Resolution and Ordinance to the Board of Supervisors.

Invitation for Bids of the Union Square Tour Bus Stand License

On motion of Commissioner Heminger, seconded by Commissioner Rosales, the fourth paragraph of the Invitation for Bids was amended to read:

"The term of the Agreement will be for a period of *five (5)* years, in accordance..."

VOTE: *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

Commissioner Rosales moved to: (1) add a sentence to the first paragraph of the Invitation for Bids to specify that the term of the Agreement will be for five years and the minimum bid will be $30,000, and (2) change the first paragraph of page 2 to specify that the bid security will be ten percent of the bid amount.

Commissioner Louie seconded the motion.

VOTE: *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

On motion of Commissioner Heminger, seconded by Commissioner Rosales, the Invitation for Bids was approved as amended.

VOTE: *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

The Union Square Tour Bus Non-Exclusive License to Use Space

Commissioner Heminger moved to amend the Recitals Section as follows:

Second paragraph, item B to read "...the purpose of placing a ticket stand and/*or* allowing a sightseeing vehicle *under the terms of the agreement*, to park..."

The motion was seconded by Commissioner Rosales.

VOTE: *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

On motion of Commissioner Rosales moved the following amendments:

Page 4, Section 9, add the following sentence:
"Licensee shall not (a) actively solicit the sale of tickets for the operation of the site outside of the ticket stand or sightseeing vehicle at the site, (b) allow any structures to stand on the sidewalk at the site other than those pre-approved in writing by the Licensor, including, without limitation, a-frame advertisements, (c) use loud speakers or other amplification devises to advertise the services offered by Licensee, or (d) use the site for the purpose of advertising services of Licensee other than those provided at the site."

Page 5, Section 11.2, to read as follows:
"...a faithful performance surety bond in an amount equal to three hundred percent (300%) of the *Monthly* Base Fee..."

Commissioner Louie seconded the motion.

VOTE: *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

Commissioner Heminger moved the following amendments to Section 14.1:

- Adding to the first sentence, the phrase "After the first anniversary of the date of this Agreement..."
- Changing first sentence to read "*Licensor* shall have the right to terminate..."
- Adding the phrase "If Licensors need to use the site for a public purpose other than as provided in this Agreement, as determined by Licensor at its sole discretion; provided, however, that upon such termination Licensor shall use reasonable and good faith efforts to relocate Licensee's operation then being conducted at the site to a comparable location for the remainder of the term of the Agreement."

Section 14.2:

- First Sentence changed to read "... upon the occurrence of any *material* default by Licensee of its obligations under this Agreement, *provided, however, that licensee shall have a reasonable period in which to cure any such default, if subject to cure, as determined by Licensor in its reasonable discretion.*"

The motion was seconded by Commissioner Rosales.

VOTE: *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

On motion of Commissioner Heminger, seconded by the Vice President, the Union Square Tour Bus Non-Exclusive License to Use Space was approved as amended.

VOTE: *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

Resolution No. 92-1191 Authorizing the City of San Francisco Uptown Parking Corporation to Bid Out Hotel Parking Arrangements at the Sutter-Stockton Garage and to Permit the Department of Parking and Traffic, On Behalf of City Park, the Operator of the Union Square Garage, to Bid Out Hotel Parking at the Union Square Garage

At the November 3, 1992 meeting of the Commission, the members deferred approving Resolution No. 92-1191 which would allow the Uptown Parking Corporation and the Department of Parking and Traffic, on behalf of City Park, to bid out hotel parking at the Sutter-Stockton and Union Square Garages.

At that meeting, staff was requested to investigate the obligation of hotels to pay the City's parking tax. In addition, the Commission had opined that the termination period of the Agreement was too short and had requested an evaluation of the matter.

At this meeting, the Deputy City Attorney provided the members with a photocopy of Section 606 of the Parking Tax Ordinance which exempts hotels from paying parking tax if the parking fee is added to the hotel bill and paid by the guest to the hotel. In addition, staff recommended that a provision be included in the bid documents which would allow termination of the Agreement after twelve months and with a 120-day notice.

The members questioned staff concerning the Resolution and the Invitation for Bids.

The President opined that in this instance, the hotels should be obligated to pay parking tax.

Commissioner Rosales inquired about the current private operator fees for hotel parking. The Director of the Parking Authority reported that private operators charge from $8.00 to $13.00 and City hotels charge from $15.00 to $20.00 for hotel parking. The Commissioner suggested that the recommended parking fee be raised from $7.50 to $10.00.

John Madden, representing the Controller's Office, addressed the members concerning the hotel parking. He noted that many hotels have contracts for hotel parking with private garages. He opined that a charge of $7.75 would attract the hotels. He noted that a higher cost may prevent the hotels from using the service at the Sutter-Stockton and Union Square Garages. He suggested that the parking tax issue be investigated and recommended that a one-year trial basis may be beneficial.

The President recommended an assessment of the program after the first year if the Resolution is approved.

Tim Leonoudakis, representing City Park, addressed the members. He endorsed the proposal and opined that the project will generate approximately $800,000 in revenue for the City. He urged the Commission to pass the Resolution.

The President questioned Mr. Leonoudakis concerning the space in the Garage and the effect of hotel parking on transient parking during the Holiday Season. Mr. Leonoudakis stated that the Garage is prepared to provide a hotel valet parking program during the Holiday Season at no additional charge.

On motion of the Vice President, seconded by Commissioner Rosales, Resolution No. 92-1191 was approved as drafted.

VOTE: *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

Approval of Amended Rules of Order and ***Approval of Amendments to Chapter 17 of the San Francisco Administrative Code Regarding the San Francisco Parking Authority***

On motion of Commissioner Heminger, seconded by Commissioner Rosales, approval of the amended Rules of Order and approval of amendments to Chapter 17 of the San Francisco Administrative Code regarding the San Francisco Parking Authority were continued for the December 1, 1992 meeting of the Commission.

VOTE: *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

Resolution No. 92-105 Authorizing the Executive Director of the Department of Parking and Traffic to Apply for a Grant in the Amount of $285,000 of State Proposition 116 Funds for Removal of the Median on Valencia Street (Market to Mission Streets) to Enable the Street to be Restriped with Wide Curb Lanes to Reduce/Motor Vehicle Conflicts

and

Resolution No. 92-106 Authorizing the Executive Director of the Department of Parking and Traffic to Apply for a Grant in the Amount of $85,000 of State Proposition 116 Funds for Signage to Delineate Commuter Bicycle Routes Throughout the City and County of San Francisco

The Executive Director introduced Peter Tannen, the Bicycle Coordinator of the Department, who briefed the members on Resolutions No. 92-105 and 92-106.

The President of the Commission instructed Mr. Tannen to work with the various bicycle organizations to ensure that bicyclists observe traffic laws. Mr. Tannen acknowledged the request.

On motion of Commissioner Heminger, seconded by Commissioner Rosales, Resolutions 92-105 and 92-106 were approved as drafted.

VOTE: *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

Resolution No. 92-107 Urging the Board of Supervisors to Adopt a Resolution which would Authorize the Director of Parking and Traffic to apply for and accept $80,000 of State Funds for Participation in the 1993 California Department of Transportation's Fuel Efficient Traffic Signal Management (FETSIM) Program, for the Mission District Signal System

Bond Yee provided a briefing to the Commission on Resolution 92-107. He explained that the California Department of Transportation has established grants which are made available to local governments for efficient traffic signal management projects. He noted that eighty signals in the Mission District have not been re-timed since 1984.

On motion of Commissioner Heminger, seconded by the Vice President, Resolution No. 92-107 was adopted as drafted.

VOTE: *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

Policy on Tape Recordings of Meetings of Parking and Traffic Commission

On motion of Commissioner Heminger, seconded by Commissioner Rosales, the Commission's review of the policy on tape recordings of meetings of the Parking and Traffic Commission was rescheduled for the December 1, 1992 meeting of the Commission.

VOTE: *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

Resolution No. 92-108 Authorizing the Department of Parking and Traffic to Request Approval to Transfer Surplus Funds Not to Exceed $75,000 from Off Street Parking Fund Permanent Salaries to the Board of Supervisors for the Purpose of Purchasing Services of the Budget Analyst

The Executive Director reported that originally Resolution 92-108 had been drafted to request approval from the Mayor to transfer Administrative Funds from the Department of Parking and Traffic to the Board of Supervisors for the purpose of initiating a request to the Budget Analyst for a management audit of parking facilities under the jurisdiction of the San Francisco Parking Authority. The Executive Director noted that he has been advised that the transfer can be conducted in-house.

On motion of Commissioner Heminger, seconded by Commissioner Rosales, Resolution 92-108 was adopted.

VOTE: *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

Presentation on 5th and Mission Garage Expansion

Paul Newman, Attorney for the Downtown Parking Corporation, briefed the members on the 5th and Mission Garage expansion.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

Thereupon the meeting adjourned at 8:10 p.m.

ADJOURNMENT

Thereupon the meeting adjourned at 8:10 p.m.

Respectfully submitted,

PARKING AND TRAFFIC COMMISSION

Renee Faison
Commission Secretary

PARKING AND TRAFFIC COMMISSION

December 1, 1992

The Agenda of this meeting is missing.

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PARKING AND TRAFFIC COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

25 VAN NESS AVENUE, SUITE 880
SAN FRANCISCO, CALIFORNIA 94102
554-9800

k M. Jordan
Mayor

John L. Molinari
President

Frederick E. Jordan
Vice President

Steve Heminger
Betty Louie
Manuel A. Rosales

MEETING REPORT

REGULAR MEETING OF THE PARKING AND TRAFFIC COMMISSION AND SAN FRANCISCO PARKING AUTHORITY

12

Tuesday, December 1, 1992
4:00 p.m.
City Hall, Room 282
San Francisco, California 94102

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PRESENT:

Commissioners: John L. Molinari, President
Frederick E. Jordan, Vice President
Steve Heminger
Betty Louie
Manuel Rosales

Staff: John E. Newlin, Executive Director
Tim Johnson, Bureau Chief
Bond Yee, City Traffic Engineer
Kevin Hagerty, Director of the San Francisco Parking Authority
Alice Villagomez, Personnel Director
Kathryn Hile, Finance and Budget Director
Larry Wayte, Deputy City Attorney
Renee Faison, Commission Secretary

The Commission President called the meeting to order at 4:00 p.m. The roll call indicated Quorum present.

Commissioner Rosales entered the meeting at 4:02 p.m. The Vice President entered the meeting at 4:03 p.m.

ADOPTION OF THE MINUTES

On motion of Commissioner Heminger, seconded by Commissioner Louie the Minutes of the November 17, 1992 meeting of the Parking and Traffic Commission and San Francisco Parking Authority were adopted as drafted.

VOTE *Ayes: Members Heminger, Louie, Molinari, and Rosales*
Noes: None
Excused: Commissioner Jordan

EXECUTIVE DIRECTOR'S REPORT

As a matter of procedure, the Executive Director submits a written Director's Report to the members five days prior to the Commission meeting. The President of the Commission requested that the Director provide the written report to the members on the day of the Commission meeting to ensure a timely account of business. The Executive Director acknowledged the request.

*

The Executive Director's oral report consisted of the following:

Introduction of Newly Appointed Assistant Supervisors for Parking Enforcement II
Marie Holland, Martha Gamble and Toni Coe were introduced to the members as the newly appointed Assistant Supervisors for Parking Enforcement (classification A-102). Ms. Coe will be assuming the management of the Residential Parking Permit Office in the near future.

The President and members congratulated the Supervisors on their appointments and wished them well in their endeavors.

Garage Strike
Meetings have been held with parking facility operators regarding the possible strike. The operators are actively pursuing strike negotiations and have contingency plans available in the event a strike occurs.

Commissioner Heminger inquired about the deadline for the strike. The Executive Director reported that the deadline for the strike was midnight November 30, 1992.

Parking for Consulates
Meetings have been held with representatives of the Department of State regarding Residential Parking Permits for Consulates. The State Department has requested that Consuls be exempted from the one permit limitation which is currently in effect. The State Department is requesting that each Consul be allowed to purchase three permits.

The President indicated that the surrounding neighborhoods should be polled for comments.

Commissioner Rosales inquired about the number of Consulates in San Francisco. The Executive Director reported that there are eleven Consulates in San Francisco.

Property at Howard Street and South Van Ness Avenue

Management of the Department has toured a facility located at Howard Street at South Van Ness Avenue to consider the site as a possible location to house the entire Department of Parking and Traffic. The recently rehabilitated structure is located in proximity to City Hall, the Downtown area, and the freeway.

The Executive Director commented on the appropriate size of the building and discussed the possibility of including a daycare center in the building. He opined that a daycare center would be beneficial to the employees and alleviate absenteeism.

The President of the Commission inquired about the annual rent currently paid by the Department. The Executive Director reported that the Department currently expends approximately $500,000 annually in rent. The President remarked that the facility at Howard Street and South Van Ness Avenue could rapidly be debt serviced.

The Vice President inquired about parking at the location. The Executive Director reported that the location is equipped with a multi-leveled parking structure. He opined that the full area of the property expands approximately 4.5 acres with roughly two-thirds of that space allocated to parking. He also noted that the building is equipped with major bays which would accommodate the shop facilities of the Department.

The President commented on the appropriateness of having the facility located near the City Tow Company and remarked about the current inconvenient process of recovering a towed vehicle.

Commissioner Louie inquired about the cost of the Howard Street building. The Executive Director replied that the asking price is currently $11 million.

Commissioner Heminger asked about the cost of capital improvements for the building. The Executive Director replied that the building appears to be in sound physical condition. He estimated that perhaps $2 million in capital improvements will be necessary.

The members deliberated on the matter and agreed that the Executive Director should proceed with attempts to acquire the building.

Commissioner Rosales moved to instruct the Executive Director to seek the assistance of the Department of Real Estate and proceed

with attempts to acquire the property at Howard Street and South Van Ness Avenue as a possible location to house the entire Department of Parking and Traffic.

The motion was seconded by the Commission Vice President.

VOTE *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

Meetings with Municipal Court Traffic Committee
Meetings have been held with the Municipal Court Traffic Committee regarding issues of subpoenaing Parking Controllers and increasing late payment fees. The Department will begin to interact with the Municipal Court Traffic Committee on a regular basis.

Community Outreach
Meetings have been held with the West Portal and Upper Fillmore merchant groups.

Meter Time Limit
Currently the Board of Supervisors establishes meter time limit. The Executive Director indicated that the process is lengthy and counter productive. He reported that in the near future he will be presenting legislation to the Commission which urges the Board of Supervisors to allocate meter time limit authority to himself.

The Emergency Response Plan
A meeting was held with Admiral Bidoff of the Mayor's Office of Emergency Services. The Admiral indicated that the Department was inadvertently excluded from the Emergency Response Plan formulated by the City. The Admiral acknowledged the importance of the participation of the Department and indicated that the Department will be made a part of the Plan.

The Commission President requested that the Director implement a duty officer procedure for the Department whereby a senior staff member will be assigned to be available to respond to emergencies during the evening hours and on weekends. He noted that a power failure recently occurred during the weekend and staff was difficult to reach.

The Executive Director acknowledged the request. He noted that the traffic signal system in the City is automatic and will resume operation when electricity is restored to an area.

Traffic Study of the Central Freeway Corridor

Verbal authorization has been received from the Federal Highway Administration for $150,000 in funding to conduct an area-wide traffic study of the Central Freeway corridor. The funds will be used to investigate mitigating measures for traffic flow and engineering design to offset the loss of the transportation system on the Central Freeway corridor.

Commissioner Heminger asked if the study is a prerequisite for the a Federal Emergency Fund. The City Traffic Engineer replied that study is a condition for the Fund. He indicated that a stringent deadline has been effected for the evaluation of alternatives for the project. The City Traffic Engineer noted that the Commission will be kept informed of the progress of the project.

*

The Commissioner President raised the issue of no left hand turns on Van Ness Avenue. He inquired about the feasibility of implementing left-hand turns at various intersections on Van Ness Avenue from 4:00 p.m. to 6:00 p.m during week days. The City Traffic Engineer recommended against the turns noting that the turns would place an extreme impact on the surrounding streets. He also noted that there are no existing turn pockets at many of the intersections on Van Ness Avenue.

The Commission President inquired about the feasibility of converting the inside lane on Lombard Street to a tow away zone during peak traffic hours. The City Traffic Engineer indicated that the inside lanes are not wide enough to accommodate traffic.

COMMISSIONERS' QUESTIONS AND MATTERS

The members questioned the staff and raised the following matters:

The Vice President:

- Thanked staff for providing the members with newspaper articles regarding the Department.

- Commented on the Federal Highway funding which the Department will receive for the Central Freeway corridor traffic study. He stated that the funding will provide jobs in the area and be beneficial to the budget.

- Inquired about signal timing on 19th Avenue. The City Traffic Engineer described the problems associated with signal timing on 19th Avenue and explained that there is an overwhelming share flow of traffic both inbound and outbound directions throughout the day on 19th Avenue. He reported

that Caltrans is considering the upgrade of all signal equipment along 19th Avenue. The new system would allow for additional signal timing intervals.

Commissioner Louie inquired about the current signal timing. The City Traffic Engineer replied that the intervals vary from 70 to 85 seconds depending on the time of the day.

- He requested that the Department investigate the flow of traffic at Embarcadero and Broadway Streets. The City Traffic Engineer indicated that a stop sign is presently located at that intersection, however, a signal light will be installed within the next two months.

Commissioner Louie:

- Remarked that she has received favorable comments from citizens of San Francisco concerning the citing of illegal users of disabled placards.

  The President noted his concern regarding the new scope of the Parking Controller's duties whereby the Controller's will be confronting motorists regarding the disabled placards. The Executive Director indicated that the Department is planning to meet and confer with the Union regarding the confrontational aspect of the Parking Controller's duties.

  In addition, the President opined that the placards are not being used for the purpose in which they were intended. He explained that many persons with the placards park in handicapped zones for a full day thereby preventing other handicapped persons from using the zone. The Executive Director indicated that he will be meeting in the near future with the City organization representing disabled persons to discuss those concerns.

- She commented on the art work at the Polk-Bush Garage indicating her displeasure with the choice.

- She commented on the recent newspaper article concerning employee leave practices. The article indicated that employee use leave during the week and work overtime on the weekends. She inquired about the Department's leave policies. The Personnel Director reported that the City has put forth overtime proposals consistent with the Federal guidelines. Those guidelines provide for overtime after the completion of 40 hours of actual work time.

  The Executive Director reported that the Personnel Director has taken an aggressive tracking procedure of staff who

abuse leave. The Department will make available overtime only to individuals who do not abuse sick leave and vacation options.

The Commission President:

- He inquired about the re-titling of certain Departmental positions by Civil Service. The Personnel Director reported that the Department is working with the Civil Service Commission on the classification of the "A" positions. She stated that the process should be completed by the first quarter of 1993.

- He requested that the Department investigate the feasibility of extending the time period of the tow away zone on Montgomery Street from 6:00 p.m. to 7:00 p.m. The City Traffic Engineer acknowledged the request.

- He indicated concern that individuals are placing "Out of Order" bags over parking meters that are functional. The Executive Director reported that Parking Controllers have been instructed to investigate meters which have been bagged.

  The Commission President inquired about the opening of the Polk-Bush Garage. The Director of the Parking Authority reported that the Garage will open on December 5, 1992. The Director noted that liquidated damages in the amount of $1,200 per day are being paid by the contractor.

- He inquired about the height of the Vallejo-Churchill Garage noting that surrounding neighborhood organizations have expressed concern. The Director of the Parking Authority indicated that there is a 45-foot height limitation in the area. The Vallejo-Churchill Garage is planned at 65 feet. He noted that the additional height is needed for the Garage because parking studies have demonstrated that there is a parking demand in the area. The additional height allows for approximately 150 additional spaces. The Director of the Parking Authority suggested that the Departmental staff meet with the neighborhood organization group to discuss its concerns.

- He congratulated the Department on the Downtown Parking Guide brochure. He suggested that the brochure be circulated to the public through hotels and mailed along with Pacific Gas & Electric, Pacific Bell and Viacom Cable television statements.

  Commissioner Rosales suggested that the brochure also be sent to car rental companies and the Convention Bureau.

Commissioner Rosales:

- He provided the Director with a meter vault he recently found on the street. The vault was filled with money.

- He commented on Parking Controllers. He indicated that he has observed several Parking Controllers while on duty and has had conversations with them. He reported that 100 percent of the time the Controllers have been hard working and courteous.

- He asked if Parking Controllers check for expired auto registrations. The Executive Director reported that the Controllers issue double citations for illegal parking and expired registrations.

- He inquired about the Department's investigation into the possible use of hand-held citation computers. The Executive Director reported that the Department is investigating the feasibility of using the computers and indicated that the Department has contacted major cities which use the device.

- He inquired about the status of the Waterfront Transportation Project. The City Traffic Engineer reported that there has been significant progress on the Project. The Executive Director indicated that a status report on the matter will be provided to the members in the future.

- He asked for a status of the TransBay Terminal Task Force. The Executive Director stated that he and the City Traffic Engineer are members of the Task Force and are investigating the various proposals' effect on traffic flow. He indicated that the Commission will receive a briefing on the matter in the future.

- He inquired about the status of installation of new street signage. The City Traffic Engineer stated that the program to replace the signage in the City is progressing and will span three years. He noted that funding was received for the program from sales tax.

  The President inquired about signs which are planned for driveway enforcement. The City Traffic Engineer reported that several locations for the signs have been identified and installation will soon begin.

- He requested a status report on the Coalition for Accessible Parking Enforcement's request for "Quad Squads." The President of the Commission indicated that the matter has been scheduled for hearing on February 2, 1993.

- He asked if the Department has discussed a retreat for Division heads. The Executive Director replied that preparations are underway to schedule a senior staff retreat in the Spring of 1993.

Commissioner Heminger:

- He suggested that the Department contact Hank Plant at Channel 5 to request that a news report be prepared on disabled placards.

  He asked if persons with disabled placards are obligated to pay meters. The Executive Director replied that State law enables persons with disabled placards to park at metered spaces without the deposit of coins.

  The President of the Commission opined that doctor authorizations for placards should be restricted. He explained that no restrictions currently exist and any doctor can authorize the issuance of a disabled placard. The Executive Director stated that chiropractors can also recommend the issuance of disabled placards. He noted that the Department of Motor Vehicles has no monitoring process for the placards and will reissue placards to persons who claim to have lost placards or had placards stolen.

- He inquired about the rate conversion of meters. The Executive Director indicated that the legislation for meter rate conversions has passed, however, the repair of the vandalized meters is a priority.

- He inquired about meter revenues. The Budget and Finance Director reported that there is a meter revenue shortfall which can be attributed to vandalism of meters and delays in the rate conversion process. She also noted that citation revenue is being lost because of the reduced number of citations issued for expired meters.

  The Executive Director reported that he will soon be introducing legislation which will make it illegal to park at a jammed meter. He noted that the Department is attempting to mitigate future vandalism and abuse of the meter laws.

- He requested that the Budget and Finance Director provide the members with a monthly report on Departmental revenue. The Budget Director acknowledged the request.

- He commented on parking tax exemptions for hotels. He stated that Section 606 of the Parking Tax Ordinance provides that hotels are exempt from the tax if "parking by

a registered hotel guest in a parking station not located on the hotel premises, if no charge is made to the registered guest, or if such charge is added to the room bill of the registered guest and paid by him to the hotel, provided that proper records are maintained both by the hotel and the operator of the parking station." He suggested that the Department write a letter to the Tax Collector to request that hotel records be examined to determine if hotels are complying with the law and to make a final determination as to the applicability of the parking tax.

The Director of the Parking Authority acknowledged the request and indicated that he has spoken with John Madden of the Controller's Office regarding the matter.

Commissioner Heminger moved that a letter be written to the Tax Collector concerning the matter and a City Attorney opinion be obtained regarding the Ordinance.

Commissioner Rosales seconded the motion.

VOTE *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

UNFINISHED BUSINESS

Resolution No. 92-109 (PTC) Endorsing the Re-opening of 26th Street Between Treat Avenue and Harrison Street, in Accordance with Board of Supervisors Resolution No. 823-90

The matter of the re-opening of 26th Street was brought before the Commission at the November 3, 1992 meeting. At that time, staff was requested to return to the Commission with a resolution endorsing the re-opening.

Commissioner Heminger noted a typographical error on line 8 of the Resolution. He indicated that the Board of Supervisors resolution number should read "149-69". The President acknowledged the error and instructed staff to make the change.

Commissioner Heminger moved that a Further Resolve clause be added to the Resolution indicating that Resolution No. 92-109 will be transmitted to the Board of Supervisors in accordance with Board of Supervisors Resolution 823-90.

Commissioner Rosales seconded the motion.

VOTE *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

On motion of Commissioner Heminger, seconded by Commissioner Rosales, Resolution No. 92-109 was adopted as amended.

VOTE *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

Approval of Amended Rules of Order

Commissioner Heminger moved to modify Article 6, Section 2 of the Rules of Order to read: "The Secretary of the Commission also shall serve as Secretary of the Parking Authority Commission."

The Vice President seconded the motion.

VOTE *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

Commissioner Heminger moved that information be included on the last page of the Rules of Order regarding the adoption date and amended date of the Rules.

The Vice President seconded the motion.

VOTE *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

Commissioner Heminger moved the adoption of the Rules or Order as amended.

The Vice President seconded the motion.

VOTE *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

Approval of Amendments to Chapter 17 of the San Francisco Administrative Code Regarding the San Francisco Parking Authority

Chapter 17 of the Administrative Code governs the powers of the Parking Authority. Amendments are necessary to the Chapter because revisions were not made following the establishment of the Department of Parking and Traffic and the Parking and Traffic Commission. The Chapter also requires changing in order to conform to the Charter amendments which were occasioned by the passage of Proposition D and the establishment of the Department.

The Deputy City Attorney provided a briefing to the Commission on the recommended amendments. A Commission and staff deliberation on the matter followed.

The Commission President thanked the Deputy City Attorney for providing the members with the recommended amendments and commented on the excellent work of the Attorney.

The Personnel Director commented on Section 17.8 -- Officers and Employees Generally -- of old Chapter 17 which becomes Section 17.7 of the new Chapter. She recommended that the employee titles referred to in the Section be changed to correspond with the employee titles in the Departmental organizational chart. She indicated that the titles should be changed to "Director of the Off Street Parking, Assistant to the Director, and the Secretary of the Parking Authority."

Commissioner Heminger moved the titles be amended as recommended by the Personnel Director.

Commissioner Rosales seconded the motion.

VOTE *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

The President of the Commission commented on the recommended language for new Section 17.3 -- Powers of the Parking Authority. He suggested that the language be changed to read: "The Parking and Traffic Commission, acting as the Parking Authority *Commission* of the City and County of San Francisco, shall have

all the powers conferred upon parking authorities by the Parking Law of 1949 California Government Code Sections 32500 to 33552, inclusive."

On motion of Commissioner Heminger, seconded by Commissioner Louie, the language of Section 17.3 was amended as suggested by the President.

VOTE *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

The Vice President commented on old Section 17.11 which comes new Section 17.8 -- General Policies. He indicated that the language reads "The City and County shall acquire land and improvements for use of public off-street parking lots and garages... and ***shall lease land*** and improvements owned or controlled by it..." The Vice President stated that the language obligates the Department to lease land.

The Deputy City Attorney recommended changing the language to ".. and ***may*** lease land..." The Vice President concurred with the recommendation.

On motion of Commissioner Rosales, seconded by the Vice President, the language of new Section 17.8 was changed as recommended.

VOTE *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

The Vice President commented on Section 17.14 -- Inspection of Parking Facilities. He asked if the Commission is allowed to inspect parking facilities. The Parking Authority Director indicated that City parking facility leases provide that the lessor can examine parking facility premises at any reasonable time.

The Vice President commented on Section 17.16 -- Jurisdiction of Parking Facility sites; Administration of Leases and Operating Agreements. He noted that the language of that Section reads "the Parking and Traffic Commission shall have jurisdiction and ***control*** over all parking facility sites that are owned of record

in the name of the City..." He questioned if the Commission has control over parking facility which are leased. The Deputy City Attorney indicated that the Commission has ultimate control.

Commissioner Heminger moved that references to the "Parking Authority" be changed to the "Parking Authority Commission" where applicable in Chapter 17 of the Administrative Code."

The motion was seconded by Commissioner Louie.

VOTE *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

Commissioner Heminger commented on new Section 17.13 -- Controller's Study and Report; Recommendations of Parking Authority; Adjustment of Rates by Board; Petition to Change Rates. The Commissioner noted that the President of the Commission has sent a letter to the Controller asking if this provision is operative. He asked if a response has been received.

John Madden, representing the Controller's Office, addressed the members on the matter. He indicated that a letter has been prepared by the Controller and should have been forwarded to the Commission today. He stated that the Controller's Office will continued to audit parking facilities but indicated that the Controller's Office is in agreement with the Commission should the Commission choose to delete the provision.

Commissioner Heminger moved that the Section 17.3 be deleted from the Chapter.

The Vice President seconded the motion.

VOTE *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

On motion of Commission Heminger, seconded by the Vice President, the Chapter 17 of the Administrative Code was adopted as amended.

VOTE *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

Commissioner Heminger moved to adopt a resolution to transmit the recommended amendments of the Administrative Code to the Board of Supervisors.

Commissioner Rosales seconded the motion.

VOTE *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

Policy on Tape Recordings of Meetings of Parking and Traffic Commission

This matter was scheduled for hearing at the request of the President of the Commission. He had noted the need for a policy and requested a City Attorney opinion on the matter. The City Attorney provided the Commission with several recommendations.

The members deliberated upon the recommendations offered by the Deputy City Attorney. The Vice President move that: (1) a tape destruction schedule be implemented, (2) the tapes be retained for a two-year period, (3) persons interested in listening to the tapes give the Commission Secretary a minimum of one week notice, and (4) copies of the tape will not be provided to the public under any circumstance.

Commissioner Heminger seconded the motion.

The President instructed the Deputy City Attorney to provide the members with a written policy to be voted upon at the December 15, 1992 meeting.

VOTE *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

EXECUTIVE SESSION

An Executive Session was convened at 6:07 p.m. The Regular meeting of the Parking and Traffic Commission reconvened at 6:20 p.m.

The Deputy City Attorney reported to the public that the Parking and Traffic Commission had met in Executive Session pursuant to the California Government Code to consider a personnel matter. He indicated that no action was taken on that matter during the closed session.

NEW BUSINESS

Resolution No. 92-110 (PTC) Requesting the Board of Supervisors Amend Article VIII Chapter 2 of the Administrative Code to Provide the Department of Parking and Traffic with the Ability to Recover Costs

The Executive Director provided the members with a briefing on Resolution No. 92-110. The Resolution requests that the Board of Supervisors amend the Administrative Code to provide that the Department have the ability to recover costs.

Commissioner Heminger requested an explanation for the increase in the application fees. The Bureau Chief noted that the Finance and Budget Director had made the recommendation but was not available to answer the Commissioner's question. He indicated that the Finance and Budget Director would provide the members with a written explanation of the matter.

Commissioner Heminger recommended that the persons on the ISCOTT mailing list be contacted when the Board of Supervisors considers the Ordinance. In addition, he requested that organizations which may be liable to pay the fees be notified of the Board of Supervisors hearing. The Executive Director acknowledged the request.

On motion of Commissioner Rosales, seconded by Commissioner Louie, Resolution No. 92-110 was adopted as drafted.

VOTE *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

Commissioner Louie moved to forward a Resolution and the recommended amendments to the Board of Supervisors.

Commissioner Rosales seconded the motion.

VOTE *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

Briefing on Nonprofit Garage Corporations

Briefing on Management Agreements

On motion of Commissioner Louie, seconded by the Vice President, the items of Briefing on Nonprofit Garage Corporations and Briefing on Management Agreements were continued for the December 15, 1992 meeting of the Commission.

VOTE *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

PUBLIC COMMENT

Richard Robertson, a resident of San Francisco, addressed the members regarding double parking in San Francisco. Mr. Robertson requested the investigation of double parking on Somerset Street and City Hall. He noted that in the City Hall area white zones and fire hydrants are used for long-term parking and permit parking space is abused.

The President of the Commission indicated that the Department is attempting to solve the parking problems at City Hall. He noted that the Executive Director of the Department is working with the Mayor's Office on the matter.

The President indicated that vehicles parked at fire hydrants should and will be cited and noted that the Department has been active in preventing sidewalk parking.

On motion of Commissioner Louie, seconded by the Vice President, the Meeting of the Parking and Traffic Commission and the Parking Authority Commission recessed at 6:55 p.m. to reconvene on December 15, 1992 at 3:30 p.m. in Room 282 of City Hall.

VOTE *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

Respectfully submitted,

PARKING AND TRAFFIC COMMISSION

Renee Faison
Commission Secretary

PARKING AND TRAFFIC COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ank M. Jordan
Mayor

25 VAN NESS AVENUE, SUITE 880
SAN FRANCISCO, CALIFORNIA 94102
554-9800

John L. Molinari
President

Frederick E. Jordan
Vice President

Steve Heminger
Betty Louie
Manuel A. Rosales

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Agenda

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NOTICE

RECESSED MEETING OF THE PARKING AND TRAFFIC COMMISSION
AND THE SAN FRANCISCO PARKING AUTHORITY COMMISSION

The meeting of the Parking and Traffic Commission which was held on December 1, 1992 recessed at 6:55 p.m. That meeting will reconvene on December 15, 1992 at 3:30 p.m. in Room 282 of City Hall to continue consideration of the December 1, 1992 New Business Agenda Items 6a and 6b -- Briefing on Nonprofit Garage Corporations and Briefing on Garage Management Agreements.

Renee Faison
Commission Secretary

PARKING AND TRAFFIC COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

nk M. Jordan
Mayor

25 VAN NESS AVENUE, SUITE 880
SAN FRANCISCO, CALIFORNIA 94102
554-9800

John L. Molinari
President

Frederick E. Jordan
Vice President

Steve Heminger
Betty Louie
Manuel A. Rosales

NOTICE

MEETING OF THE PARKING AND TRAFFIC COMMISSION
AND THE SAN FRANCISCO PARKING AUTHORITY COMMISSION

Tuesday, December 15, 1992
4:00 p.m.

Room 282, City Hall
San Francisco, California

AGENDA

1. *ROLL CALL*

2. *ADOPTION OF MINUTES*

   Adoption of Minutes of Parking and Traffic Commission and San Francisco Parking Authority Commission Meeting held on December 1, 1992

3. *EXECUTIVE DIRECTOR'S REPORT*

4. *COMMISSIONERS' QUESTIONS AND MATTERS*

5. *UNFINISHED BUSINESS*

   a. Approval Policy Statement on Tape Recordings of Meeting of the Parking and Traffic Commission

6. *NEW BUSINESS*

   a. Election of Officers
   b. Resolution No. 92-1194 (PA) Approving Bid and Management Agreement Documents for the Vallejo Street Garage
   c. Monthly Revenue Report
   d. Pilot Program for Personal Parking Meters
   e. Resolution No. 92-111 (PTC) Authorizing the Executive Director of the Department of Parking and Traffic to Apply for and Accept a Grant in the Amount of $49,000 for a High-Accident Identification Program, Foregoing Reimbursement of Indirect Costs
   f. Citywide Accessibility Policies as Applicable to Commission Meetings and Department Facilities

(Continued on Back of Page)

6. *PUBLIC COMMENT*

The public may address the Commission on any matter within the jurisdiction of the Commission. This should not relate to any item on this agenda since public comment will be taken as each agenda item is discussed. The President requests that each person addressing the Commission limit herself/himself to five minutes.

7. *ADJOURNMENT*

PARKING AND TRAFFIC COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ank M. Jordan
Mayor

25 VAN NESS AVENUE, SUITE 880
SAN FRANCISCO, CALIFORNIA 94102
554-9800

John L. Molinari
President

Frederick E. Jordan
Vice President

Steve Heminger
Betty Louie
Manuel A. Rosales

MEETING REPORT

MEETING OF THE PARKING AND TRAFFIC COMMISSION
AND SAN FRANCISCO PARKING AUTHORITY

Tuesday, December 15, 1992
3:30 p.m.
City Hall, Room 282
San Francisco, California 94102

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PRESENT:

Commissioners: John L. Molinari, President
Frederick E. Jordan, Vice President
Steve Heminger
Betty Louie
Manuel Rosales

Staff: John E. Newlin, Executive Director
Tim Johnson, Bureau Chief for Parking
Bond Yee, Bureau Chief for Traffic
Kevin Hagerty, Director of the Off-Street Parking
Alice Villagomez, Personnel Director
Kathryn Hile, Finance and Budget Director
Jerry Robbins, Transportation Planner
Larry Wayte, Deputy City Attorney
Renee Faison, Commission Secretary

On December 1, 1992, the Regular Meeting of the Parking and Traffic Commission recessed at 6:55 p.m. That meeting reconvened on December 15, 1992 at 3:30 p.m.

The roll call indicated Quorum present.

Briefing on Nonprofit Garage Corporations

The Director of Off-Street Parking provided the members with a briefing on nonprofit garage corporations. This briefing was requested by the President of the Commission for informational purposes.

Following the briefing the members questioned the Director of Off-Street Parking and the attorneys representing the nonprofit corporations, Richard Dole and Paul Newman. A sampling of the questioning follows:

In his report, the Director of Off-Street Parking indicated that the nonprofit parking corporations were created with the financial assistance of Downtown retailers. The President of the Commission inquired about the financial assistance furnished by the retailers. The Director of Off-Street Parking explained that retailers contributed funds to implement the corporations and expand the facilities.

The President inquired about approval of the corporations' financial statements. The Director of Off-Street Parking indicated that the Controller's Office approves the annual budgets of the nonprofit corporations. He noted that an annual Certified Public Accountant audit is also required.

Mr. Dole reported further on the matter, explaining that the process was established at the Fifth and Mission Garage when Harry Ross was Controller. Since that time, the pattern has continued with all of the nonprofit garages. Mr. Dole noted that the Controller's Office has resisted the attempts of prior Commissions to have greater influence over the budgets.

The President remarked that he does not object to the Controller's Office being involved in the approval procedure but suggested that the Parking and Traffic Commission be given primary responsibility over the process. He recommended that the Commission seek to amend the nonprofit garage leases thereby giving the Parking and Traffic Commission final oversight of budget approvals.

The President asked if the City of San Francisco would be responsible in the event of a bond obligation default. Mr. Dole replied that the City would not be held responsible in the event of a default. He explained that the City owns the garage and the improvements to the garage. The garage and improvements are leased to the nonprofit corporations. If a default should occur, the bond holders rights would be limited to assuming operation of the garage.

Mr. Dole indicated that the nonprofit corporations are stock companies. Commissioner Louie questioned Mr. Dole regarding the matter. Mr. Dole explained that the stock is held by a trustee and owned by the City of San Francisco. He noted the San Francisco is the shareholder.

Commissioner Rosales asked if the Board of Directors is compensated for their service. Mr. Dole stated that the Directors are not compensated.

Commissioner Heminger asked if free parking is made available to the Board of Directors of the corporations. Mr. Dole replied that the Ellis O'Farrell and Japan Center Garages have a policy which provides the Directors with free parking. He stated that a report on the matter will be prepared for the Commission in the future.

Commissioner Heminger asked if the parking tax is paid on the value of free parking. Mr. Dole indicated that there is no parking tax paid on this value.

Commissioner Heminger asked if the corporations would be opposed to the Parking and Traffic Commission having greater influence over the garage budgets. Mr. Dole indicated that the corporations would not oppose the proposal.

The Commission Vice President questioned the attorneys concerning the Board of Directors. Paul Newman reported that the nonprofit garage corporations were established because of the interest of Downtown retailers in providing parking facilities for their clientele.

Commissioner Louie requested that minutes of monthly Board of Directors meetings be provided to the members. The Director of Off-Street Parking acknowledged the request.

There was no public comment on the matter.

APPOINTMENT OF LIAISON OFFICER

The President of the Commission appointed Commissioner Rosales to serve as liaison on the garage management audit. Commissioner Rosales will work with the Director of the Department of Parking and Traffic and Harvey Rose. Periodic reports on the matter will be made to the members by the Commissioner.

REVISION OF GARAGE OPERATING AGREEMENTS

On motion of Commissioner Rosales, seconded by the Vice President, the matter of Revision of Garage Operating Agreements was continued for the January 19, 1992 Commission meeting.

VOTE *Ayes: Members Heminger, Louie, Molinari, and Rosales*
Noes: None
Excused: Commissioner Jordan

ADJOURNMENT

The meeting adjourned at 4:20 p.m.

Respectfully submitted,

PARKING AND TRAFFIC COMMISSION

Renee Faison
Commission Secretary

PARKING AND TRAFFIC COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

rank M. Jordan
Mayor

25 VAN NESS AVENUE, SUITE 880
SAN FRANCISCO, CALIFORNIA 94102
554-9800

John L. Molinari
President

Frederick E. Jordan
Vice President

Steve Heminger
Betty Louie
Manuel A. Rosales

MEETING REPORT

REGULAR MEETING OF THE PARKING AND TRAFFIC COMMISSION
AND SAN FRANCISCO PARKING AUTHORITY

Tuesday, December 15, 1992
4:00 p.m.
City Hall, Room 282
San Francisco, California 94102

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PRESENT:

Commissioners: John L. Molinari, President
Frederick E. Jordan, Vice President
Steve Heminger
Betty Louie
Manuel Rosales

Staff: John E. Newlin, Executive Director
Tim Johnson, Bureau Chief for Parking
Bond Yee, Bureau Chief for Traffic
Kevin Hagerty, Director of Off-Street Parking
Alice Villagomez, Personnel Director
Kathryn Hile, Finance and Budget Director
Jerry Robbins, Transportation Planner
Larry Wayte, Deputy City Attorney
Renee Faison, Commission Secretary

The President of the Commission called the meeting to order at 4:21 p.m.

The roll call indicated Quorum present.

ADOPTION OF THE MINUTES

On motion of Commissioner Rosales, seconded by the Vice President of the Commission, the Minutes of the December 1, 1992 meeting of the Parking and Traffic Commission and San Francisco Parking Authority were adopted as drafted.

VOTE *Ayes: Members Heminger, Louie, Molinari, and Rosales*
Noes: None
Excused: Commissioner Jordan

EXECUTIVE DIRECTOR'S REPORT

The Executive Director reported as follows:

Truck Restrictions on Vermont Avenue - The matter of truck weight restrictions for the Vermont Street freeway off-ramp has been finalized. The Economic and Social Policy Committee of the Board of Supervisors has approved the restrictions.

Four Day/Ten Hour a Week Work Plan - The Director attended the Local 21 meeting regarding the re-evaluation of the 4 day/10 hour work week plan. Attempts are being made to finalize the matter in January, 1993.

Enforcement Director Examination - The Director has coordinated several meetings with the Civil Service Commission to prepare the Enforcement Director examination. The target date for the hiring of the new Enforcement Director is March, 1993.

The Fines Bureau - Interaction continues with the Municipal Court regarding the transfer of functions for the Traffic Fines Bureau. A member of the Departmental staff will travel to Los Angeles in January, 1993 to review that City's Fines Bureau and to get an overview of the effects and dimensions of privatization. That information will be coordinated in the Department's Request for Proposals.

Acquisition of Property - The Department has surveyed all facilities in conjunction with the acquisition of property at Howard Street and South Van Ness Avenue. A letter has been directed to the City Attorney regarding the financing of the project.

Community Outreach - The Director has continued community outreach by meeting with community groups at located in Jordan Park and Laguna Honda.

Graffiti Removal - The Department is responsible for the replacement and maintenance of over 100,000 parking signs throughout the City. Budget cuts have limited the manpower ability of the Department to remove the graffiti. Therefore, a City-wide community support group is being initiated for removal of graffiti from traffic signs.

San Francisco General Hospital Garage - A meeting was held with the Mayor's Office, City Planning, Municipal Railway and the San Francisco General Hospital staff to establish a commitment and timetable for the San Francisco General Hospital Garage. Municipal Railway will vacate property for which the Garage is intended in March, 1993.

Polk/Bush Garage - The opening of the Polk/Bush Garage has been delayed due to unresolved safety issues involving the elevators and stairways. Liquidated damages are continuing.

*

The President of the Commission inquired about the conditional use provision which exists at the Galaxy Theater. The Director of Off-Street Parking reported that City Planning Commission established the restriction because of the lack of adequate off-street parking spaces in the area.

The President noted that the Polk-Bush Garage is located near the Theater and opined that the lifting of the restriction would benefit both the Garage and Theater.

The President instructed the Director of Off-Street Parking to prepare a Resolution for review at the January 5, 1993 meeting of the Commission. The Resolution would recommend that Executive Director of the Department take all possible steps to support the lifting of restrictions on the Galaxy Theater to have matinees.

COMMISSIONERS' QUESTIONS AND MATTERS

Commissioner Louie:

- Inquired about the contract with Burns International Security Service for collection of meter revenue. The Finance and Budget Director reported on the contract.

  The Executive Director noted that Municipal Railway counts meter revenue for the Department of Parking and Traffic. He indicated that both Burns International Security Service and Municipal Railway will be evaluated by the Department in the New Year.

  The members expressed concern regarding the collection and counting process. The President instructed the Executive Director to schedule the matter for hearing in the near future.

The President of the Commission:

(1) Requested a status report on meter replacement. The Executive Director reported that the meter replacement process is progressing. He noted that the target date for the completion of the retrofitting of meters is February, 1993.

The Executive Director reported that the Meter Shop has been instructed to develop prototypes of meters to offset any future vandalism.

(2) Suggested that companies be contacted concerning the use of large semi-trailer trucks for deliveries. The Commissioner stated that the over-sized trucks are a hazard on City streets.

(3) Commented on the "Rent Me" trucks which are used for storage on City streets. The Commissioner stated that the storage boxes occupy meter spaces for long periods of time causing the City to lose parking spaces and revenue. He asked the Executive Director to investigate the matter.

The Executive Director reported that the matter is currently under the auspices of the Department of Public Works. The Director has requested a meeting with DPW to discuss jurisdiction of the storage boxes and the revenue which has been lost.

(4) Indicated the need for a Special Commission Meeting to discuss the Department's budget. The members agreed that a Special meeting will be held on Thursday, January 21, 1993 at 4:00 p.m. at City Hall. The Commission Secretary was instructed to locate a room for the meeting.

NEW BUSINESS

Election of Officers of the Parking and Traffic Commission and the San Francisco Parking Authority Commission

This matter was taken out of order at the request of Commissioner Rosales who was excused from the Commission Meeting in order to fulfil another commitment.

on motion of Commissioner Rosales, seconded by Commissioner Louie, Commissioner John Molinari was elected President of the Commission and Commissioner Jordan was elected Vice President for 1993.

VOTE *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

*

Commissioner Rosales was excused from the meeting at 4:55 p.m.

*

COMMISSIONERS' QUESTIONS AND MATTERS

Commissioner Heminger:

(1) Noted that on December 6, 1992 the Examiner reported on sick leave at City agencies. The Commissioner stated that the Department of Parking and Traffic employees used an average of 11 sick days in 1992. The figure was 22 days in 1991. The Commissioner complimented Management.

The Executive Director thanked the Commissioner and noted that the Personnel Director has been instrumental in addressing the problem.

(2) Questioned Marvin Marks of the Sutter Stockton Garage concerning the pay-on-foot station and signs at the Garage.

(3) Requested that during the Budget Analyst' audit of City-owned Garages, the following issues be addressed: (a) propriety of providing free parking for Board of Directors of nonprofit garage corporations, and (b) appropriateness of not charging parking tax on free parking spaces.

The Vice President:

(1) Questioned the Executive Director and Finance Director concerning loss of citation and meter revenue.

(2) Requested that the 3:00 p.m. tow zone at Mission Street and New Montgomery Streets be investigated.

*

The President of the Commission inquired about daily streetsweeping which occurs on certain streets in the City. He noted that there are days on which streetsweepers are not accompanied by Parking Controllers. The Commissioner noted concern regarding vehicles which are not being cited and

requested that the matter be raised with the Department of Public Works.

UNFINISHED BUSINESS

Approval of Policy Statement on Tape Recordings of Meetings of Parking and Traffic Commission

Commissioner Heminger requested the following changes in the Policy Statement:

Exhibit A, Item number one - the language be changed from "closed session" to "executive session".

Item number 4, Section b - be changed to indicate that the Commission Secretary set an appointment and date that is reasonable.

Number 5 - add language "under the supervision of personnel."

The Commission President instructed the Deputy City Attorney to develop language for review later in the meeting. Following discussion of Resolution No. 92-1194 the Deputy City Attorney recommended the following language for the Tape Recording Policy Statement:

Exhibit A "Policy Regarding Audio Tape Recordings of Commission Meetings", paragraph 1, the last sentence of that paragraph be amended to read: "No tape recording shall be made during the executive sessions of the Commission."

Paragraph 4, sub-paragraph b, be amended to read in full as follows: "The requested audio tape recordings shall be made available for playback to the person having requested them, at the administrative offices of the Department, on the date and time arranged at least three days in advance with the Commission Secretary ..."

Paragraph 5, line 8 of paragraph 5, the following phrase to be added: "and under the supervision of Department personnel,..."

Commissioner Heminger moved to adopt the amendments. Commissioner Louie seconded the motion.

VOTE *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

Commissioner Heminger moved to adopt the Resolution and Policy Statement. The motion was seconded by Commissioner Louie.

VOTE *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

The President of the Commission instructed the Deputy City Attorney to prepare a Resolution No. 92-112 which would adopt the audio tape policy. The Deputy City Attorney acknowledged the request.

NEW BUSINESS

Resolution No. 92-1194 Recommending that the Board of Supervisors Approve and Adopt Vallejo Street Garage Legal Documents and Authorize Release of Invitation to Bid

The Director of Off-Street Parking provided a briefing on the matter.

The President of the Commission noted that monthly parking is $270 at the Vallejo Street Garage and $250 at the Golden Gateway Garage. He opined that the difference in fees is not realistic.

The President recommended the following amendments to the Management Agreement:

> Exhibit E, first paragraph, fourth line of the Management Agreement - language that currently reads "its City" should read "its Parking Authority".
>
> The second to last line in the first paragraph - the language which currently reads "and assigns" should be added after the work "successors".
>
> The last paragraph, the third line the language "management agreement" shall be initial caps "Management Agreement".

Commissioner Heminger moved to adopt the changes to the Management Agreement and to incorporate the changes in the revised Management Agreement. Commissioner Louie seconded the motion.

VOTE *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

Monthly Revenue Report

The Finance and Budget Director provided a briefing on the Department's revenue.

The members complimented the Finance and Budget Director on her report and questioned her regarding the Department's revenue.

The President noted that payments are received from the Sutter Stockton Garage annually. He requested that the staff investigate the possibility of changing the payment policy so that payments are made more frequently. The Commissioner instructed the Commission Secretary to schedule the matter for Commission hearing on January 19, 1993.

Commissioner Heminger requested that the Monthly Revenue Report be provided to the Mayor.

Pilot Program for Personal Parking Meters

The Bureau Chief for Traffic introduced the concept of a personal parking meters to the Commission. He reported that a study has identified the problem of lost meter revenue in truck loading zones in the Downtown area. To minimize the potential loss of loading zone-related parking meter revenue, the Bureau Chief recommended the utilization of pre-paid personal parking meters which would be used by delivery truck drivers in loading zones.

The members questioned the Bureau Chief regarding the system.

Virginia Conway, a resident of San Francisco, inquired if the system had been tested for health consequences. The Bureau Chief for Traffic reported that the system is powered by a 9-bolt battery and opined that there is no health risk in using the meter.

On motion of Commissioner Heminger, seconded by Commission Louie, the Pilot Program for Person Parking Meters was approved for a 6-month test period.

VOTE *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

Resolution No 92-111 Authorizing the Executive Director of the Department of Parking and Traffic to Apply for and Accept a Grant in the Amount $49,000, for a High-Accident Identification Program Foregoing Reimbursement for Indirect Costs

The Department of Parking and Traffic Transportation Planner provided the briefing on Resolution No. 92-111. He reported that the Division of Traffic Engineering has developed an Office of Traffic Safety application for a program to enhance the City's ability to identify and analyze traffic accidents.

The project will allow the Traffic Engineering Division to work closely with the Police Department and the City's Information Service Division in developing and improving accident identification information. The improved system will allow staff to determine the average number of accidents and average rate of accidents per 1,000 vehicles on city streets. Staff will be able to identify the streets and intersections with the highest rates of accidents and identify corrective measures.

The Vice President moved to adopt Resolution No. 92-111. Commissioner Louie seconded the motion.

VOTE *Ayes: Members Heminger, Jordan, Louie, Molinari, and Rosales*
Noes: None
Excused: None

Citywide Accessibility Policy

The Personnel Director reported on the Citywide Accessibility Policy. She noted that the Director of Off-Street Parking has been named the coordinator of the program for the Department. The Commission will be required to provide an accessibility policy statement with notices of Commission meetings.

PUBLIC COMMENT

Rick Thurber and several residents of San Francisco addressed the Commission concerning illegal parking in the neighborhoods. They beseeched the Commission to address the problem.

ADJOURNMENT

The meetng adjourned at 6:50 p.m.

Respectfully submitted,

PARKING AND TRAFFIC COMMISSION

Renee Faison
Commission Secretary